

University of Maryland
Guidelines for
Appointment, Promotion, and Permanent Status of Library Faculty

Revised July 2009

Appointment, Promotion and Permanent Status Committee, a Standing Committee of the
Library Assembly

(Adapted from the *2008-2009 Appointment, Promotion, & Tenure Manual*, Office of Faculty Affairs,
University of Maryland)

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Revisions and Updates to the *Guidelines* – July 2009 Version

Aside from routine grammatical/typographical changes, readers are advised of the following major revisions and/or editions to this version of the *Guidelines*:

General:

All references to “scholarship and creativity” have been made consistent and now appear as: “scholarship and/or creativity”. (This is to correct the various forms that previously appeared such as: scholarship and creativity; scholarship or creativity; scholarship and/or creativity.)

Section 4 (General Information and Instructions For Assembling a Dossier and Preparing an Applicant’s Case):

Instructions in subsection A have been revised to reflect the requirement for candidates to submit one copy of their dossier in print and an electronic version. Instructions in subsections B and C have been revised to reflect the need for candidates to turn in one original and one copy of their dossier in print format. Parallel revisions also made to Appendix A1: Applicant’s Checklist.

Note: Starting in Fall 2009, APPSC will make **one** copy of candidate dossiers available in McKeldin Library and one dossier will be made available electronically, via a secure network folder.

Section C of Dossier: Personal Statements:

6. Format of a Curriculum Vitae (Signed and Dated)

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3. Service

The order of service activities was changed to reflect the natural progression. Instead of:

- A. Library
- B. Professional
- C. Campus
- D. Other
- E. Service Awards and honors

B and C were switched:

- A. Library
- B. Campus
- C. Professional
- D. Other
- E. Service Awards and honors

Section C of Dossier: Personal Statements:

6. Format of a Curriculum Vitae (Signed and Dated)

4. Research, Scholarly and Creative Activities.

The order of the line about publications must conform to the Chicago Manual of Style was moved from the end of the paragraph to the beginning:

The list of publications must conform to the *Chicago Manual of Style* 15th edition citation format.

In each category, published works should be listed first, in reverse chronological order, followed by works not yet published but accepted for publication

Appendices:

Verification of all review entries in A-4: Reputation of Scholarly/Creative Outlets

Revision of dates on Appendix I-1: IRC Checklist

Insertion of Appendix A-5: APPSC Annual Activities

1. INTRODUCTION

This guidebook is intended to clarify the implementation of policies and procedures governing the preparation of applicants' dossiers and the review process. The information that follows is derived from the *UM Policy on Appointment, Promotion and Permanent Status of Library Faculty*. It provides more specific detail on the procedures for compiling a dossier and for handling specific aspects of the Appointment, Promotion and Permanent Status (APPS) process. The formal policy and the electronic form of these guidelines are posted on APPSC website (<http://www.lib.umd.edu/groups/la/APPSC/index.html>). Questions regarding APPS procedures and policies may be directed to members of the Appointment Promotion and Permanent Status Committee (henceforth referred to as APPSC) via e-mail at library-appsc@umd.edu. Current APPSC membership is listed on the committee Web site.

The award of permanent status or promotion is a milestone in a library faculty member's professional life and represents a significant commitment by the university. The review for permanent status and promotion is the university's primary means for ensuring a productive and accomplished library faculty befitting an outstanding research university. Library faculty are expected to demonstrate accomplishment in three areas: (1) librarianship; (2) service; and (3) scholarship or creativity. The degree of importance given to any one of the criteria may vary from applicant to applicant, and sometimes significantly, but librarianship is considered foremost among the three, with service and scholarship and/or creativity also important considerations in making promotion and permanent status recommendations.

The applicant's dossier forms the basis for review at all levels. It is therefore extremely important that it include all relevant information for making the case for promotion and/or permanent status in a form that will be clear to evaluators both within and outside the Libraries. Because the criteria of librarianship, service, and scholarship are accorded different relative values at the University of Maryland Libraries, the applicant is expected to demonstrate an understanding of the relative importance of each criterion in the dossier.

Important Dates for Promotion and Permanent Status can be found at the APPSC website: <http://www.lib.umd.edu/groups/la/APPSC/index.html>.

2. DESCRIPTION OF LIBRARY FACULTY RANKS

Each full or part-time librarian within the UM Libraries' organizational structure holds a functional position title based on his or her core assignment. In addition, each librarian holds a faculty rank commensurate with his or her level of professional experience and achievement. The expectations for higher ranks are cumulative. Each advance in rank adds additional expectations to the previous description.

The only library faculty ranks that may involve a permanent status commitment are Librarian III and Librarian IV. Those granted permanent status in the rank of Librarian II before February 16, 2004, shall continue to hold permanent status in that rank.

The following shall be the minimum qualifications for appointment or promotion to the library faculty ranks in use by the University of Maryland Libraries.

Librarian I

Librarians at this rank must have a master's degree from an American Library Association accredited program or the equivalent professional credentials or a graduate degree in other professional or scholarly fields where appropriate. They have less than three years of appropriate experience. Continuing professional development, evidenced by increased competence and continuing acquisition of knowledge and skills, is the primary responsibility of librarians at this rank. This rank does not carry permanent status.

Librarian II

Appointment or promotion to this rank normally requires a minimum of three years of professional experience. Librarians at this rank have demonstrated professional development evidenced by achievement of a specialization in a subject, service, technical, administrative, or other area of value to the library. Librarians in this rank show potential for meeting the criteria for promotion to Librarian III rank. This rank does not carry permanent status. This rank leads to review for permanent status and promotion. Individuals appointed to the rank of Librarian II after February 16, 2004, shall not be granted permanent status in this rank.

Librarian III

Appointment or promotion to this rank normally requires a minimum of six years of professional experience, three of which must be at a level comparable to the rank of Librarian II. Librarians at this rank shall have a high level of competence in performing professional duties requiring specialized knowledge or experience. They shall have served the Libraries, the campus, or the community in some significant way; shown evidence of creative or scholarly contribution; and been involved in mentoring and providing developmental opportunities for their colleagues. They shall have shown promise of continued productivity in librarianship, service, and scholarship and/or creativity. Promotion to this rank from within confers permanent status; appointment to the rank from without may or may not confer permanent status.

Librarian IV

Appointment to this rank normally requires a minimum of nine years of professional experience, three of which must be at a level comparable to the rank of Librarian III.

A Librarian IV will demonstrate evidence of superior performance in all three areas—librarianship, service, and scholarship and/or creativity.

Librarianship: Library faculty at this rank show evidence of superior performance at the highest levels of specialized work and professional responsibility. In addition to superior performance of specific work responsibilities, librarians at the rank of Librarian IV are proactive and are strong contributors to the overall work of the Libraries, academic librarianship, and the wider world of librarianship. A Librarian IV models organizational citizenship expectations.

Service: Faculty at the rank of Librarian IV have demonstrated significant contribution by serving in leadership roles. This leadership contribution will have resulted in recognition in multiple arenas, i.e., in the Libraries, on campus, or at the state, regional, national, and/or international levels. A Librarian IV will also demonstrate promise for continued service and leadership.

Scholarship or Creativity: Librarians at this rank have an ongoing record of noteworthy scholarly and creative activity that demonstrates both high quality and an impact on the larger world of librarianship and the disciplines. This activity may have arisen from regular work responsibilities but has a demonstrable impact on the wider world.

Affiliate Librarian II, Affiliate Librarian III, Affiliate Librarian IV

These titles shall be used to recognize the affiliation with the Libraries of a university staff or faculty member from an academic or administrative unit to which his or her appointment and salary are formally linked. The Dean of Libraries in consultation with the APPSC shall specify the nature of the affiliation in writing and make an appointment within 45 days of receiving a request for affiliate status, with the consent of the faculty or administrator of the appointee's primary unit. The rank of affiliation shall be commensurate with the appointee's qualifications or academic rank within his or her primary unit. If an affiliate librarian's qualifications change over time, he or she may apply to the APPSC for commensurate promotion. An affiliate librarian may not apply for permanent status within the Libraries, as his or her primary appointment is with an outside academic or administrative unit.

Librarian Emerita, Librarian Emeritus

The word emerita or emeritus after the academic title Librarian III or Librarian IV shall designate a library faculty member who has retired from full-time employment in the University of Maryland at the academic rank of Librarian III or Librarian IV after meritorious service to the University in the areas of librarianship, service, and scholarship and/or creativity. At least ten years of employment at the University of Maryland is required for this rank.

3. RANK AT INITIAL APPOINTMENT

Requirements for establishing rank at initial appointment appear in section 4 of the *University of Maryland Policy On Appointment, Promotion, And Permanent Status of Library Faculty*.

Effective July 1, 2008, the following guidelines will be followed to determine rank at initial appointment for all new faculty appointments:

- Library Human Resources informs each search committee for library faculty positions of the need to contact APPSC.
- As soon as candidates are selected for interview, but before letters of reference are requested, HR forwards candidate CV/Resumes, cover letters/letters of application and their list of references/evaluators to the APPSC chair to determine if a dossier is needed.
- Human Resources uses a template letter provided by APPSC, and sends each candidate selected for in-person interviews a letter explaining the appointment, promotion and

- permanent status process at the UM Libraries and inviting questions to be addressed by APPSC. APPSC receives a copy of this letter.
- Human Resources sends APPSC a list of candidates and an interview schedule as soon as they are available.
 - Upon receipt of this information, the APPSC chair or representative informs Human Resources who will be the APPSC's representative for each candidate.
 - The APPSC representative reviews the CV and reference/evaluator list and contacts the candidate in advance of the interview for clarification and advance/additional materials, such as names of additional evaluators and/or a listing of reputation of publication/creative outlets as needed.
 - Candidates will be advised that except under unusual circumstances (e.g., participation in large international and national teams) letters from collaborators and academic advisors addressing the candidate's career contributions will not be solicited. If letters from such individuals are included in the dossier, they will be identified as such and their choice justified by APPSC.
 - The APPSC representative attends the meetings of the committee with the in-person interview candidates and poses the pertinent question/s regarding the candidates' qualifications as a faculty member at UM Libraries.
 - The APPSC representative who participates in meetings with candidates at in-person interviews prepares a report on the candidate for members of the APPSC.
 - APPSC members confer and recommend rank (Librarian I, II, III or IV), status (permanent status or not, except in cases of Librarians IV), and an estimated Mandatory Review Date for each candidate. Those recommendations are communicated to the Head of the Library Human Resources Office or another HR staff member as indicated.

Requirements for Appointment to Librarian III with Permanent Status or Librarian IV

New appointments at the rank of Librarian III with permanent status and Librarian IV must be reviewed by eligible faculty and Library and University administration. When APPSC recommends a rank of Librarian III with permanent status or Librarian IV, the committee will work with the appropriate search committee to prepare the dossier for the candidate. Dossiers for new appointments differ from the dossiers of candidates being promoted from within, e.g., they lack a Summary of Personal Achievements and a Personal Statement.

In the process of assembling the dossier, APPSC will:

- Ensure internal and external evaluators are contacted to solicit letters (hard copy and electronic format) asking that they speak to the candidate's potential status as library faculty. A sample letter requesting evaluation of a candidate is available in Appendix AP-1).
 - APPSC will request a minimum of six responses from external evaluators, at least three but no more than half of the referees shall be chosen by the candidate. Only letters that arrive for timely consideration before the vote of the eligible faculty will be included in the dossier. Should an insufficient number of letters be received, the case may still go forward.
- Create a letter log and compile credentials of evaluators
- Assemble a dossier which includes the following elements:
 - Transmittal sheet
 - Candidate's letter of application
 - Candidate CV
 - Reputation of publication/creative outlets
 - Letter Log
 - Credentials of evaluators
 - Sample letter to evaluators
 - Letters of Evaluation
 - APPSC recommendation of rank and status

The completed dossier for the recommended candidate(s) will be made available for review by the eligible faculty (Librarian III's and IV's for Librarian III appointments; Librarian IV's for Librarian IV

appointments) within the "APPSC Rank at Appointment" folder, a subfolder within the "Special Projects" folder on the Library LAN. This folder will be accessible only by eligible faculty. Upon review of dossier materials, eligible faculty will attest, on an electronic copy of a certification log, that they have reviewed dossier materials and will maintain confidentiality. The log will be made available in the same folder on the LAN.

Upon review of the materials, APPSC will organize a vote of the appropriate eligible faculty (Librarian III's and IV's for Librarian III appointments; Librarian IV's for Librarian IV appointments). As per the APPSC *Policy*, a quorum of 75% of the eligible faculty (Librarian III and/or IV with permanent status) will vote on the rank. A positive recommendation requires a two-thirds majority of those voting. APPSC will conduct the vote and prepare a report for the Dean.

Following the vote of the eligible faculty, APPSC will compile a dossier of the following materials, which it will submit to the Dean:

- Transmittal form
- APPSC report of the voting faculty
- Candidate CV
- Reputation of publication/creative outlets
- Letter Log
- Credentials of evaluators
- Sample letter to evaluators
- Letters of Evaluation

When the Dean concurs with a positive recommendation for permanent status for a Librarian III or for the rank of Librarian IV, the Dean's Office will insert the Dean's letter and transmit the completed dossier to University Administration. For appointments at the rank of Librarian III with permanent status or Librarian IV, one hard copy of original documents and the electronic file of the dossier are needed. An archival file will be retained in the Dean's Office.

The Dean will notify APPSC when he/she does not concur with a positive recommendation for permanent status (Librarian III) or appointment at the rank of Librarian IV. The dossiers for these candidates will be retained in the Dean's Office.

No offer of appointment at the rank of Librarian III with permanent status or Librarian IV is valid without presidential approval. However, a letter of intent to hire may be sent after gaining approval of the appointment from the Dean of Libraries. The letter of intent to hire will be sent from the Library Human Resources office, with a copy forwarded to APPSC.

For all hire actions, all eligible faculty are responsible for:

- attending candidate presentations
- reading appointment 'dossier' materials (eligible faculty only for appointments of Librarian III with permanent status or Librarian IV) and maintaining confidentiality
- voting (eligible faculty only for appointments of Librarian III with permanent status or Librarian IV).

4. GENERAL INFORMATION AND INSTRUCTIONS FOR ASSEMBLING A DOSSIER AND PREPARING AN APPLICANT'S CASE

This section contains an overview of the expectations for promotion to the next rank and/or permanent status for Library Faculty as well as the general guidelines for preparing all dossiers. Appendix G-1 lists the elements in a dossier.

FOR ALL APPLICANTS: It is your complete responsibility to make the case for your promotion and/or permanent status. Your dossier forms the basis for review at all levels. It is therefore extremely important that it include all relevant information in a form that will be clear to evaluators **both within and outside** the Libraries. Because the criteria of librarianship, service, and scholarship are accorded different relative values at the University of Maryland Libraries, the applicant is expected to reflect an understanding of the relative importance of each criterion in the dossier.

A. Application for promotion to Librarian II

Profile of a Librarian II; or, How does a Librarian I become a Librarian II

- In addition to having the qualifications of a Librarian.
- Has completed a minimum of 3 years of professional (post MLS or other relevant Master's degree) experience.
- Demonstrated solid achievement in *librarianship* and professional development
 - through superior performance of assigned responsibilities.
 - through the development of specialized work responsibilities of value to the libraries.
 - by participating in the collaborative work of the Libraries.
- Demonstrated potential for promotion to higher ranks
 - *Service*: service on library committees and/or joining professional associations.
 - *Scholarship and/or creativity*: initial investigation of potential research projects.

FAQ

1. *Who must apply for promotion to Librarian II?*

A library faculty member holding a full or part-time, non-temporary, non-contractual appointment at the University of Maryland Libraries at the rank of Librarian I must apply for promotion to Librarian II by the 3-year anniversary of his/her appointment. Each new Librarian I will receive a letter of appointment from the Libraries' Human Resources Office that will state the date for the mandatory review according to the APPS *Policy*. APPSC *recommends* that dossiers should be submitted to the chair of APPSC no earlier than six months and no later than one month prior to the mandatory date. However, dossiers **must** be received by the mandatory date (see #4 below).

2. *Does the same deadline apply if I am a contract Librarian I?*

Librarians I who are contract faculty may apply for promotion to Librarian II but are not required to do so. There is no mandatory deadline for contract Librarians I.

3. *How can I apply for an extension of the deadline for application?*

A library faculty member may apply for an extension of his/her mandatory review date because of unusual or emergency personal or professional circumstances. The request for extension must be submitted in writing to the APPSC and to the Dean of Libraries no later than May 30th one year prior to the deadline for mandatory review. The APPSC will consult with the Dean regarding the extension. For a definition of these circumstances and procedures, see <http://www.faculty.umd.edu/tenuredelay/index.html>.

4. *What happens if I don't submit my application by the mandatory date?*
Librarians who choose not to apply by the mandatory date will have their appointments terminated at the end of their contract (e.g. end of current fiscal year).
5. *What are the expected qualifications for a successful applicant? How should I focus my professional development during my first years at the University of Maryland?*
Since a Librarian I is an entry-level rank, most of your efforts in your first years should be focused on developing skills and knowledge in your area of assigned work. Evidence of this professional development is primary but your dossier should also demonstrate potential in the other areas such as service on a library committee or beginning to plan a research agenda.
6. *Whom can I contact for help with the application process?*
A representative of APPSC will work with you, your supervisor and your PRC to provide pertinent information and to set deadlines for the preparation of your dossier.
7. *Who reviews applications for promotion to Librarian II?*
The APPSC will review the dossiers and evaluate the credentials taking into consideration assessments from evaluators. The APPSC forwards the dossier and recommendation to the Dean of Libraries.
8. *When does the promotion to Librarian II take effect?*
Although dates for mandatory review may occur at any time during the academic year, the promotion to Librarian II does not take effect until July 1 of the following fiscal year.

For a promotion to Librarian II to take effect at the beginning of a fiscal year (July 1st), a candidate must submit her or his dossier by Jan. 15th. Candidates who will complete three years of professional experience in July, August, or September and who submit a dossier by the previous Jan. 15th will be eligible for promotion effective July 1st of that same calendar year and will not be subject to the higher standards applied to applications for early promotion.

9. *What must I include in my dossier?*
The dossier for an application to Librarian II should include:
 - Promotion/Permanent Status Transmittal Form (original and electronic copy (via email))
 - Curriculum Vitae, signed and dated (original and electronic copy (via email))
 - Personal Statement, signed and dated (original and electronic copy (via email))
 - Names and contact information for your supervisor and division director. Credentials are not necessary for your immediate supervisor and division director (original and electronic copy (via email))
 - List of publications, other forms of scholarship and/or creativity, and other relevant information submitted to APPSC (original and electronic copy (via email)). The list of publications must conform to the *Chicago Manual of Style* (15th edition) citation format.
 - An appraisal of the reputation of publication/creative outlets, signed and dated (original and electronic copy (via email))
 - A copy of any other supplemental information. Such documentation could include but is not limited to publications, citations, reviews of scholarly work, grant proposals, etc. (one copy)

Turn in all print materials **single sided, paper-clipped** (NO STAPLES) and collated (original and copy) to your APPSC contact by your deadline. Submit materials in a manila folder.

E-mail copies of required materials as specified above to your APPSC contact by your deadline.

Please refer to Section 5A below for more detailed information on the elements in a dossier.

10. *What happens after I submit my dossier?*

- Upon receipt, you will need to review, sign and return the *Summary Statement of Professional Achievements*, to be prepared by your APPSC contact.
- You will receive notification from the Dean of Libraries as to the results of your application for promotion.

B. Application to Librarian III and/or permanent status

Profile of a Librarian III...

- In addition to having the qualifications of a Librarian II...
- Has completed a minimum of 6 years of professional experience.
- Demonstrated a high level of competence in a specialized area of *librarianship*. Have a reputation as an internal expert or resource in assigned area of work.
- *Service*: Provided leadership in a library, campus or association committee or other activities as outlined in the APPS *Policy*.
- *Scholarly or creative activity*: Completed activities as outlined in the *Policy*.
- Has been involved in mentoring and providing professional development activities for colleagues.
- Demonstrated promise of continued productivity in librarianship, service and scholarly/creative activity.

FAQ

1. *Who must apply for promotion to Librarian III?*

All non-contractual Librarian IIs must apply for promotion to Librarian III on or before his/her mandatory date for application.

2. *How is the mandatory deadline for application for promotion established?*

An applicant appointed to the rank of Librarian II normally begins a six-year probation period which may include the years of service as a Librarian I.

3. *How will I be informed of my mandatory date for application?*

The APPSC will assign a mandatory promotion review date to all newly hired and newly promoted library faculty appointed at the level of Librarian II. The Library Human Resources Office will communicate that date via the letter of appointment. The letter will state that the application for promotion to Librarian III must be made no later than the status review cycle that is after the fifth anniversary of employment.

Individuals with questions regarding their mandatory date should contact APPSC at library-appsc@umd.edu.

4. *If I have professional work experience prior to my appointment at the UM Libraries, can I apply before my mandatory date for application?*

The decision to offer permanent status, which is predicated on promotion to or appointment at the rank of Librarian III, is of great importance in the life of the university and requires extensive information. Therefore it is expected that applicants for permanent status will have served the full probationary period of six years. Professional

experience from another institution can be counted towards the six years of professional experience. This would constitute an early application for permanent status only in a technical sense.

5. *If my position at the UM Libraries is my first professional position may I apply for promotion and permanent status prior to the date set for mandatory application?*

As mentioned in #4 above, it is extremely important to be able to demonstrate an extensive dossier for promotion to Librarian III and permanent status. As opposed to the situation in #4 above, this is truly a case of early application for permanent status, in that the applicant will not have had six years to develop and demonstrate his or her librarianship, service, and scholarship and/or creativity. *In cases of exceptional accomplishment, the eligible library faculty may wish to propose an applicant for early permanent status. Such instances will be infrequent, and the recommendation must be supported by especially convincing evidence to gain approval. Letters from the Division Director(s) and the Dean should address the issues of early permanent status/promotion justifying why the permanent status promotion is merited now, and why there is convincing evidence of a sustained professional trajectory that will be sustained.*

6. *If I was hired as a Librarian III without permanent status, may I apply for permanent status prior to the date set for mandatory application?*

A Librarian III may be reviewed for permanent status any year that he or she wishes to be considered before the mandatory date, consistent with the "University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty" *but a mandatory date will be assigned based on the Librarian III's career. This mandatory date will be included in the letter of appointment.*

7. *May I apply for an extension of my application deadline?*

When a faculty member experiences unusual or emergency personal or professional circumstances that interfere or interrupt his or her promotion or permanent status path, the faculty member may request an extension. This extension request must be submitted in writing to the APPSC and to the Dean of Libraries no later than May 30th one year prior to the deadline for mandatory review. The APPSC will consult with the Dean regarding the extension. For a definition of these circumstances and procedures, see <http://www.faculty.umd.edu/tenuredelay/index.html>.

8. *What happens if I fail to submit my application by the mandatory date?*

Applications must be submitted by the mandatory date or the applicant must inform the APPSC and the Dean of Libraries, in writing, of his/her intent to resign by the beginning of the fiscal year in which the review is mandated.

9. *What if a Librarian III without permanent status decides to withdraw his/her application?*

If the applicant submits his/her application prior to mandatory application date, he/she can withdraw the application and resubmit it at the mandatory date. When a library faculty member without permanent status withdraws at the time of mandatory review, he or she is entitled to a period of six months before termination of employment.

10. *What are the qualifications of a successful applicant?*

The qualifications of each candidate for promotion or permanent status are highly unique and vary from candidate to candidate. Each candidate should discuss his or her progress toward promotion or permanent status with his or her Peer Review Committee (PRC), supervisor, and mentor. Appendices A, B, and O, models of reports for an imaginary applicant, provide insight into how accomplishments might be viewed during the review process.

11. *Whom can I contact for help with the application process?*

A representative from the APPSC will be assigned to work with the applicant during the application process and will coordinate activities with the applicant's Internal Review

Committee (IRC). Also, each applicant's PRC will mentor and provide advice during the probation period. In addition, the PRC will conduct the Midtrack Review making use of the guidelines developed to evaluate progress toward promotion and permanent status (http://www.lib.umd.edu/groups/la/FAROC/midtrack_review.doc).

12. *When does the promotion to Librarian III and/or the granting of permanent status take effect?*
The promotion and/or granting of permanent status will take effect July 1 of the following fiscal year following approval.

13. *What must I include in my dossier?*

The dossier for an application to Librarian III and/or permanent status should include

- Promotion/Permanent Status Transmittal Form (original, 1 copy, e-copy)
- An appraisal of the reputation of publication/creative outlets, signed & dated (original, 1 copy, e-copy)
- Personal statement, signed & dated (original, 1 copy, e-copy)
- Names, contact information, and credentials for suggested evaluators, signed & dated. These evaluators must include your supervisor and division director. Credentials are not necessary for your immediate supervisor and division director. At least three of the external evaluators must be from outside the University of Maryland. (original, 1 copy, e-copy)
- A list of publications, other forms of scholarship and creative activity, and other relevant information submitted to APPSC (original, 1 copy, e-copy). The list of publications must conform to the *Chicago Manual of Style* (15th edition) citation format.
- Two publications or other forms of scholarship and/or creativity to be forwarded with the complete dossier (original and 1 copy).
- Other publications or relevant information (e.g., reviews of scholarly work, grant proposals, notification of awards) (1 copy)

Turn in original copy of print materials **single sided, paper-clipped** (NO STAPLES) in a manila folder along with your copy (in order, in plastic sleeves in a binder) to your APPSC contact by your deadline. A binder, sleeves and divider sheets will be provided by APPSC.

E-mail copies of required materials as specified above to the chair, APPSC by the deadline (or your APPSC contact, if one has been named).

Refer to Appendix G-1 below for more information on the elements of the dossier.

14. *What happens after I turn in my dossier?*

- Upon receipt, review, sign and return the *Summary Statement of Professional Achievements*, to be prepared by your IRC. (See also FAQ #14, below.)
- You will receive final notification from the University President as to the results of your application.

15. *May I add material to my dossier after I have submitted the application?*

The applicant may provide additional information having bearing on his/her case when he/she receives the *Summary Statement of Professional Achievements* prepared by his/her IRC. The only other material that an applicant may add at a later stage of review is information that indicates a change in circumstances that might have a significant bearing on the decision. When there is new information, it must be forwarded from the faculty member through the APPSC and the APPSC will attach a letter indicating whether or how the new information had an impact on the review. It is possible to make minor corrections to information already provided if the IRC suggests them. It is also possible for an applicant, after receiving and reviewing the *Summary Statement of Professional*

Achievements prepared by the IRC, to submit a response that corrects or amends the *Summary Statement of Professional Achievements*.

16. *Must the individuals that I suggest to serve as external reviewers be librarians who have faculty status?*

No. However, you should make clear when you submit the names, contact information, and credentials for suggested evaluators, why you have chosen these individuals (institutional reputation, relationship to you, etc.) Refer to Appendix A-6 for an example.

C. Application for promotion to Librarian IV

Profile of a Librarian IV ...

- In addition to having the qualifications of a Librarian III...
- Has completed a minimum of 9 years of professional experience.
- *Librarianship*: demonstrated superior performance at the highest level of specialized work and professional responsibility.
- *Service*: Been recognized for a leadership role at a state, national or international level.
- *Scholarship*: Produced significant creative or scholarly contribution.

FAQ

1. *Is application for promotion to Librarian IV mandatory?*

There is no technical requirement for a Librarian III with permanent status to apply for promotion to Librarian IV. However, all library faculty who are eligible are strongly encouraged to do so because such promotion represents achievement of the highest levels of a professional library career. Librarians III with permanent status may be reviewed whenever their credentials are deemed ready for evaluation.

2. *What are the qualifications of a successful applicant for Librarian IV?*

The qualifications for each candidate for promotion or permanent status are highly unique and vary from candidate to candidate. However, at the Librarian IV level, the desirable qualities include a strong grasp of the work assignment, major contributions in service, and scholarly and/or creative contributions that have an impact on the field in general. An individual should discuss his/her case with his/her PRC, supervisor, Division Director, and mentor. These individuals can best assist you in assessing the strength of your credentials.

3. *What must I include in my dossier?*

The dossier for an application to Librarian IV should include:

- Promotion/Permanent Status Transmittal Form (original, 1 copy, e-copy)
- Curriculum Vitae, signed & dated (original, 1 copy, e-copy)
- An appraisal of the reputation of publication/creative outlets, signed & dated (original, 1 copy, e-copy)
- Personal statement, signed & dated (original, 1 copy, e-copy)
- Names, contact information, and credentials for suggested evaluators, signed & dated. These evaluators must include your supervisor and division director. Credentials are not necessary for your immediate supervisor and division director. At least three of the external evaluators must be from outside the University of Maryland. (original, 1 copy, e-copy)
- A list of publications, other forms of scholarship and creative activity, and other relevant information submitted to APPSC (original, 1 copy, e-copy). The list of publications must conform to the *Chicago Manual of Style* (15th edition) citation format.

- Two publications or other forms of scholarship and/or creativity to be forwarded with the complete dossier. (original and 1 copy)
- Other publications or relevant information (e.g., reviews of scholarly work, grant proposals, notification of awards) (1 copy).

Turn in original copy of print materials **single sided, paper-clipped** (NO STAPLES) in a manila folder along with your two sets of copies (in order, in plastic sleeves in binders) to your APPSC contact by your deadline. A binder, sleeves, and divider sheets will be provided by APPSC.

E-mail copies of required materials as specified above to the chair, APPSC by the deadline (or your APPSC contact, if one has been named).

Refer to Section 5A below for more information on the elements of the dossier.

4. *What happens if I withdraw my application?*

Applicants for promotion to Librarian IV may withdraw their applications at any time. Depending on where the application is in the process, the chair of the APPSC, the Dean, or the Office of the Associate Provost for Faculty Affairs should be notified promptly.

5. *What happens if my application receives a negative recommendation by both the Dean and the eligible faculty (Librarian IVs)?*

In the case of a negative recommendation from both the Dean and the eligible faculty, the review will proceed no further, but the copy of the letter informing the applicant of the outcome of the review must be submitted to the Office of the Associate Provost for Faculty Affairs. The Dean must certify that the procedures to evaluate the applicant conformed to the regulations in the "University of Maryland Policy on Appointment, Promotion and Permanent Status of Library Faculty."

6. *When will promotion to Librarian IV take effect?*

The promotion will take effect July 1 of the following fiscal year following approval.

7. *Whom can I contact for help with the application process?*

A representative from the APPSC will be assigned to work with the applicant during the application process and will coordinate activities with the applicant's IRC. The PRC should also be able to assist in reviewing your dossier as well as librarians holding the rank of Librarian IV.

8. *What happens after I turn in my dossier?*

- Upon receipt, review, sign and return the *Summary Statement of Professional Achievements*, to be prepared by your IRC. (See also FAQ #9, below.)
- You will receive final notification from the University President as to the results of your application.

9. *May I add material to my dossier after I have submitted my application?*

The applicant may provide additional information having bearing on his/her case when he/she receives the *Summary Statement of Professional Achievements* prepared by his/her IRC. The only other material that an applicant may add at a later stage of review is information that indicates a change in circumstances that might have a significant bearing on the decision. When there is new information, it must be forwarded from the faculty member through the APPSC and the APPSC will attach a letter indicating whether or how the new information had an impact on the review.

D. Application for emeritus status

How will emeritus status be awarded?

The decision whether or not to award emeritus status shall be based primarily on the candidate's record of significant accomplishment in any of three areas of (1) librarianship, (2) research, scholarship and/or creative activity, and (3) service.

What is the process for approval and notification?

Faculty at or above the candidate's pre-retirement rank are entitled to vote on Emerita/Emeritus status. (The Dean does not participate in this vote.) This vote shall occur no later than 45 days after the applicant submits his or her letter declaring the intention to retire. The vote of the eligible faculty shall be considered the recommendation of the faculty. The Dean shall submit his/her recommendation separately.

The result of the vote shall be transmitted in writing to the candidate and to the Dean no later than ten days after the vote is taken. If the candidate has not received the result of the vote within the ten days, he or she is entitled to appeal the action as a negative decision in accordance with the campus appeals process.

The APPSC shall prepare a written report, stating the eligible faculty's vote and recommendation on whether or not to award emeritus status and explaining the basis for the faculty's recommendation. This report will be submitted in writing to the Dean and he/she will forward it to higher levels of review. If there is a minority dissenting view, those faculty may also submit a written statement to be included in the material sent forward.

An emeritus case shall go forward to the Provost if the Dean's recommendation is positive or fifty percent of those library faculty eligible to vote recommend emeritus status.

Who is eligible to apply for emeritus status?

- Librarian IIIs and IVs with permanent status who have been faculty in the UM Libraries for ten or more years and who have given the Dean proper written notice of their intention to retire.
- Only in exceptional circumstances can Librarian IIIs and IVs apply with fewer than ten years at the UM Libraries apply for and be recommended for emeritus status.

What is required for the dossier of the applicant for emeritus status?

The dossier for emeritus status should include the following:

- Transmittal form (original and 1 copy)
- Dean's Letter (original and 1 copy)
- Director's Letter (original and 1 copy)
- Evaluative report (original and 1 copy)
- C.V. (original and 1 copy)
- Personal statement (original and 1 copy)

5. INSTRUCTIONS FOR ASSEMBLING THE DOSSIER AND PREPARING AN APPLICANT'S CASE

A. Elements in a Dossier

Each dossier contains the following 5 major sections: **Transmittal Form, Evaluative Statements, Personal Statements, External Letters of Assessment, and Appendices to the Dossier**. The transmittal form serves as a cover sheet. Ensuing sections are preceded by a colored section divider listing its components which makes the material distinctive and easy to

locate. These colored section dividers are available from the APPSC Chair. The original copy is to be submitted in a folder and the other copy in a binder. (For promotion to Librarian II, submit the original in a folder.)

Applicants should submit the elements for which they are responsible in the order in which they will appear in the completed dossier (i.e., transmittal form, curriculum vitae, reputation of publication/creative outlets, personal statement, credentials of evaluators, additional documentation: list of materials submitted; example(s) of scholarship and/or creativity, etc.). Within each major section are subsections. There are 12 subsections. When the completed dossier is assembled, the APPSC will number the pages within each subsection consecutively (e.g., 1-1 [Transmittal Form], 2-1 [Dean's Letter], 2-3, 2-4, etc)

In making the required copies of dossiers, the APPSC will indicate which packet is the original. Representative scholarship or other supplemental materials will be included in only the original copy of the dossier. The original and one copy of the dossier are sent to the Dean of Libraries for forwarding to the Associate Provost for Faculty Affairs. (For promotion to Librarian II, only the original is required. It is not sent to Faculty Affairs.)

The Associate Provost for Faculty Affairs will reject dossiers failing to conform to these guidelines.

Any letters other than those listed below that are written after the discussion and vote are not included in the dossier.

Section A of Dossier: Transmittal Form

#1. Transmittal Form: (see Appendix A-2). The applicant completes the upper portion of the transmittal form (the information above the "Summary of Votes" box) when submitting his/her application to APPSC. The APPSC will complete the remainder of the transmittal form and attach a copy to each copy of the dossier submitted to the Office of the Associate Provost for Faculty Affairs. Information from the transmittal form is entered into the ARS database and the personnel database in the Office of the Vice Provost for Academic Affairs.

Applicant's Name: Give the applicant's full legal name.

UID No.: Avoid disclosing Soc. Sec. Numbers by listing the University ID number.

Date of Appointment: Date when appointed to full-time/permanent status track position. (**NOTE:** Contact APPSC for advice on how to complete this line if employment history includes contract employment.)

Date to Rank: Date when appointed/promoted to current permanent-status track rank.

Citizenship: Permanent status is granted to non-US citizen applicants contingent on their possession of a visa status that permits continued employment by the university.

Summary of Votes: APPSC will record the number of (1) positive votes, (2) negative votes, (3) voluntary abstentions, (4) mandatory abstentions, (5) absences due to leaves, illnesses, etc., and (6) the total number eligible to vote. A mandatory abstention occurs when an eligible faculty member casts an abstaining vote where there is a conflict of interest, such as a vote on his/her spouse.

The numbers in categories 1-5 should total the maximum number of the eligible library faculty. A quorum consisting of 75% of the eligible faculty must be in attendance. The APPSC should make certain that the numbers recorded on the transmittal form are consistent with the number reported in APPSC Report. Voting is by written, secret ballot.

One vote will occur for candidates applying for promotion to Librarian III and permanent status, requiring a two-thirds majority of those present for a positive recommendation.

Section B of Dossier: Evaluative Statements

#2. Dean's Letter

The letter should contain the Dean's independent evaluation of the applicant's librarianship, service, and scholarship and/or creativity and should make a clear recommendation supported by the reasons for it. The Dean's letter should place the performance of the applicant in the context of the Libraries and comment on the APPSC's report. The Dean need not reiterate in detail the applicant's qualifications and the assessments of external referees. These are generally contained in the IRC and APPSC reports. The letter should, instead, discuss the Dean's interpretation of the information about the applicant. The letter should contain an honest and balanced assessment of the applicant's librarianship, service, and scholarship and/or creativity and a clearly stated recommendation. If this recommendation differs from that of the eligible faculty, the reasons underlying the dissent should be explained. It should also pay careful attention to negative votes and attempt to explain the reasons for these votes. The criteria for promotion/permanent status, derived from the *Policy*, will be included as an attachment to this letter.

If the applicant's original appointment was based on expectations that differ significantly from commonly accepted criteria, the Dean should discuss the source and nature of the criteria on which the applicant is to be evaluated. Additionally the letter should contain the Dean's personal assessment of the reasons the applicant merits promotion at this time.

#3. Letter(s) from the Libraries' Division Director(s)

A letter of evaluation is required from the Director(s) of the Division(s) to which the applicant is assigned assessing the applicant's librarianship, service, creative and scholarly accomplishment.

#4a. APPSC Report and Optional Minority Report (See Appendix AP-4 for a sample APPSC report.)

The APPSC Report is composed of the following elements:

- a. A brief report/reiteration of the Internal Review Committee recommendation.
- b. A summary of the discussion that took place at the meeting of eligible faculty.
- c. A report of the vote of eligible faculty, including the number of positive votes, the number of negative votes, the number of absences, and the total number eligible to vote.
- d. When there are negative votes, the dissenting opinion should be represented in the summary of the discussion of the eligible faculty.

Optional Minority Report: Eligible members of the library faculty who wish to write a minority report may do so. This completed report must be signed by those who have created or endorsed it. It becomes part of the dossier.

#4b. Evaluative Report (See Appendix I-3 for a sample evaluative report.)

The *Evaluative Report* is written by the Internal Review Committee (IRC) assigned to the applicant. This report addresses each criterion for promotion/permanent status and discusses

whether the applicant meets the requirements for promotion/permanent status. This report should summarize, discuss, and evaluate the applicant's librarianship, service, and scholarship and/or creativity in light of the standards of the UM Libraries and of the library profession. It should address the applicant's strengths as well as weaknesses or areas in which he/she is less strong; it strains credulity to suggest that every applicant is without any flaws or weak spots.

It is helpful to consider the following questions when preparing the report:

- What are the standards and expectations of the Libraries or the profession with respect to the applicant and how are they to be measured?
- Has the applicant met or surpassed the standards and expectations?
- What evidence supports the review committee's evaluation?

If there is anything questionable or negative in an applicant's dossier (i.e. an evaluator's or supervisor's negative remarks about the applicant's work) this should be addressed in the report.

When discussing the applicant's work history, begin with his/her most recent position and work backwards. Indicate at the top of the report "IRC Evaluative Report" and the full name of the applicant. The report should be kept to a reasonable length, but there is no specific page limit. The report should be written using complete sentences and paragraphs and not consist of a list of bulleted items. The report should conclude with a brief summary statement containing the recommendation of the IRC and the reasons for it. In the case of a positive recommendation, the summary should emphasize the most significant contributions of the applicant and should, particularly if the award of permanent status is recommended, give evidence of the applicant's potential for continued contributions to the national and international recognition of the Libraries. Also please discuss and explain any negative comments from evaluators.

The report should include the names of the members of the IRC and the date on which it was approved by the APPSC. It should be signed by at least one member of the IRC (the Chair or the member responsible for the report). If member(s) of the IRC disagree with the majority opinion expressed in the evaluative report, he/she/they may prepare a minority report. Reasons for the disagreement should be provided in detail.

The report should be formatted so that there are separate sections within the text for each of the following categories: Librarianship, Service, and Scholarship and/or Creativity.

Librarianship

This section should address the performance of the applicant in the area of librarianship. Librarianship is defined as the office or duties of librarians carrying out their concomitant roles in developing, providing access to, managing, or preserving the library's diverse collections and instructing students, faculty, and others in the use of scholarly information resources and services. The applicant must demonstrate a superior performance in his or her area of assigned responsibility and participation in the collaborative endeavors of librarianship.

Service

The portion of the report should do more than list membership on Library, University committees and teams and in professional organizations; it should, to the extent possible, evaluate the performance of the activities undertaken within them. Evaluation should be drawn from supervisors, committee members, team members, or clients in organizations for which the applicant has rendered service. Service often serves two roles, as documentation of good citizenship and of stature in the profession.

Scholarship and/or Creativity

The nature of the applicant's work should be summarized. An evaluation of the quality and quantity of the work should then be presented, including a description of the influence of the work in the field. The bases for the evaluation should be made explicit. Where the primary activities of the applicant consist of performance or practice, the IRC should develop methods and procedures to obtain outside evaluation of the faculty member. The Office of the Associate Provost for Faculty Affairs strongly recommends submission of published reviews of books and performances, samples of publications, etc. For journal publications, where appropriate, the citation rates may be included. Similarly, for applicants whose scholarship is directed towards producers or consumers, a thorough evaluation of the quality, quantity, and impact of these publications is very helpful. Generally Web guides intended for the classroom are considered part of librarianship, not scholarship.

#5. Summary Statement of Professional Achievements and Optional Applicant's Response
(Formerly known as the Descriptive Report; see Appendix I-2 for a sample *Summary Statement of Professional Achievements*.)

The *Summary Statement of Professional Achievements* is written by the IRC assigned to the applicant. It summarizes the applicant's accomplishments in relation to the criteria. It is a factual summary of the applicant's accomplishments in the areas of librarianship, service, and scholarship and/or creativity. It should be a neutral description and make no evaluation of the applicant's work. Adjectives characterizing the work, experience, and accomplishments of the applicant may not be included. It should not contain references to statements from evaluators. This report is designed to ensure that the committee has correct and complete information about the applicant on which to base its evaluation. It should be directed at readers who may not be specialists in the applicant's area of expertise. The report should represent the IRC's critical assessment of the applicant's CV. The committee may assign specific items listed on the CV to different criteria as the members see fit. For example, the applicant's CV may list a Web site under "Scholarship and/or creativity," but the IRC may assign that item to "Librarianship."

When discussing the applicant's work history, begin with his/her most recent position and work backwards. Indicate at the top of the report "IRC Summary Statement of Professional Achievements" and the full name of the applicant. The report should be no longer than 3-4 pages. Format the report so that there are separate sections within the text for each of the following categories: Librarianship, Service, and Scholarship & Creativity. The report may be in the form of a narrative in complete sentences and paragraphs, or may be a bulleted list. If the IRC chooses to use the bulleted list, the context for each of the statements should be clear. Use headings to indicate the topic or area that is addressed by the bullets. Publications, presentations, and the like should be cited according to the *Chicago Manual of Style* or other accepted standard. (See Appendix A-3: Citations Derived From the *Chicago Manual of Style* Sample.)

The last page of the completed report should include the date of its completion, the names of the IRC members, the signature of at least one of the members (the Chair or author of the report), the name of the applicant, and a line for the applicant's signature and date. Before the report is printed and signed, the APPSC reviews the report, and, if changes are recommended, returns it to the IRC. When the IRC has returned a signed final version of the report to the APPSC, a member of the APPSC will take it to the applicant; both the APPSC member and applicant will sign and date a certificate acknowledging receipt of the report.

Optional: Applicant's Response

Upon reviewing the report, the applicant may simply sign and date the report certifying that he/she has received, reviewed, and approved it. The applicant also has the option of submitting a separate, typed response, signed and dated, that corrects or amends the *Summary Statement of Professional Achievements*. The signed *Summary Statement* and the optional applicant's response must be returned to the IRC no later than two weeks after the receipt of the report. Faculty Affairs has found that the most frequent basis for faculty appeals of departmental decisions has been the failure to give the applicant sufficient time to respond to the *Summary Statement of Professional Achievements*.

The *Summary Statement of Professional Achievements* and the optional applicant's response both become part of the dossier.

Section C of Dossier: Personal Statements

#6. Format of a Curriculum Vitae (signed and dated)

The applicant's curriculum vitae, when submitted, should be signed and dated to certify that it is accurate and current. The curriculum vitae should present a portrait of the applicant's accomplishments in as concise a manner as possible. To aid the review committees, the curriculum vitae should include, in the order shown, the following information:

1. Personal Information. This should include name, current rank, and educational background (including institutions, dates, degrees, and continuing education activities).
2. Employment history (in reverse chronological order). Employment background should include sufficient textual content to describe levels of professional competency.
3. Service. For each organization or committee, include the full name of the organization/committee, the term of service, and office held. Candidates are encouraged to clearly explain their level of contribution in service activities, so as to answer the question "what were your unique contributions to committee x, y, z?"
 - A. Library
 - B. Campus
 - C. Professional
 - D. Other
 - E. Service awards and honors
4. Research, Scholarly and Creative Activities. The list of publications must conform to the *Chicago Manual of Style* 15th edition citation format.

In each category, published works should be listed first, in reverse chronological order, followed by works not yet published but accepted for publication. Pieces in preparation that are not completed and not accepted for publication should not appear on a. Co-authors should be identified. The applicant should distinguish between authored and edited works and between refereed and non refereed, should clarify the status of unpublished works, and should identify his or her contribution to multi-authored works. When the research is published in a foreign language, include a translation of the title.

To be considered as evidence of research, scholarship, or creativity, publications or activities must have value and utility beyond the University of Maryland, College Park. Such contributions must demonstrate effort beyond what is required in the applicant's assigned responsibility.

- A. Books
 - a. Books authored. Specify original or revised edition.
 - b. Books edited.
 - c. Chapters in books.
- B. Articles in refereed journals
- C. Book reviews, other articles, and notes
- D. Talks, abstracts, and other professional papers presented
 - a. Invited talks, etc.
 - b. Referred conference proceedings.
 - c. Unrefereed conference proceedings.

- E. Films, CDs, photographs, etc.
- F. Exhibits, performances, demonstrations, and other creative activities
- G. Original designs, plans, inventions, software and patents
- H. Contracts and grants
 - List the source, title, amount awarded, time period, and role (e.g. principal investigator). If there are co-investigators, please list these.
- I. Fellowships, prizes, and awards
- J. Editorships, editorial boards, and reviewing activities for journals and other learned publications
- K. Manuals, notes, software, Web pages, and other contributions to professional activities.
 - NOTE:** Web pages and other publications, such as course tutorials and subject guides that have University of Maryland users as their main audience, do not fall under this category. They should be listed under “Librarianship.”

5. Signature and date.

NOTE: The CV should contain the **full** citation for scholarly pieces, with authors cited exactly in the order in which they appear in the publication. The sole exception is when the work is a product of a large group. Candidates may also wish to designate the identity of the lead or corresponding author for joint authorships using * or placing that **name** in bold. Non-English language publications should have English translations for title and author information. The list of publications must conform to the *Chicago Manual of Style* (15th edition) citation format.

#7. Reputation of Publication/Creative Outlets (signed and dated)

The applicant should provide an appraisal of the reputations of the journals, presses, and other outlets (e.g., theaters, exhibits, etc.) for his/her scholarship and/or creative accomplishments. Indicate whether peer review is required, and, when possible, the rate of acceptance to the journal or other medium. The applicant should seek to base the appraisal on a standard credible method of rating journals. For each publication submitted the applicant should indicate the nature of the publication (e.g. primary research, case study, bibliography, etc.)

Standardized citations for commonly-cited journals are located in Appendix A-4: “Reputation of Scholarly/Creative Outlets SAMPLE”. Applicants are free to use these citations into their dossiers as desired. Sample publisher/conference citations are also listed in Appendix A-4 for reference/formatting purposes.

The IRC reviews the “Reputation of Publication/Creative Outlets” submitted by the applicant and may accept or revise it for inclusion in the applicant’s dossier. In either case, it should be signed and dated by at least one member of the IRC when the IRC submits its completed work. Please indicate the source of any text quoted directly in the “Reputation of Publication/Creative Outlets,” cited according to the *Chicago Manual of Style* or other accepted standard. (See Appendix A-3: Citations Derived From the *Chicago Manual of Style* Sample.)

#8. Applicant’s Personal Statement (signed and dated)

The personal statement is critical and should be taken very seriously because it provides the applicant with the vehicle with which to make his/her case for promotion and/or permanent status. All applicants should be encouraged to be thoughtful and thorough in composing their personal statements. In the personal statement, the applicant offers a perspective on his or her career as it pertains to the areas of librarianship, service, and scholarship and/or creativity. The statement should reflect the fact that librarianship is the foremost among the three, and that service and scholarship and/or creativity are equally important considerations.

These statements should be relatively short, not more than 3-4 pages in length, and directed toward readers who may not be specialists in the applicant's field. The personal statement must be dated and signed by the applicant.

Applicants are strongly encouraged to view sample dossiers, including personal statements, available in the Maryland Room (Hornbake Library). They are also encouraged to have their mentor, members of their Peer Review Committee (PRC), and other colleagues from outside of their area of expertise review their Personal Statement for clarity and to ensure their work can be understood by individuals in other units of the Libraries and as the dossier moves forward through additional levels of review.

Section D of Dossier: External and Internal Letters of Assessment

#9. Log of Letters from Evaluators

The applicant's IRC must include a list of all the evaluators to whom a letter requesting an evaluation was sent, even if the evaluators do not reply or refuse to write. The refusals should be part of the dossier. Include the dates on which letters were requested, and the dates when either the evaluation was received or the evaluator refused to write an evaluation. It is helpful if the letters are grouped by requestor (applicant or IRC) and if the order of letters in the log and if the letters in the dossier corresponds to the order of letters in the log.

The following is a suggested format for the log.

EXTERNAL EVALUATORS	AFFILIATION	DATE REQUESTED	DATE EVALUATION RECEIVED
<i>Applicant's Choice</i>			
Jane Doe	ALA Literacy Committee, Chair	9-8-07	9-29-07
Bill Jones	University of Kentucky, Head of User Education	9-8-07	10-22-07
<i>IRC's Choice</i>			
Pat Smith	University of Kansas, Social Sciences Librarian	9-8-07	10-21-07
John Brown	UNC at Chapel Hill, Head of Reference	9-8-07	10-17-07
Susan Jackson	SLA New Members Roundtable Committee Chair	9-8-07	Declined 9-15- 07
Mary Simon	Ohio State University, Business Librarian	9-8-07	10-13-07
INTERNAL EVALUATORS			
<i>Applicant's Choice</i>			
David Roberts	University of Maryland Libraries, Head, Social Sciences Library	9-8-07	9-24-07
<i>IRC's Choice</i>			
George Williams	University of Maryland, Professor of Sociology	9-8-07	9-27-07
SUPERVISOR (S)			
Beth Wilson	University of Maryland Libraries Social Sciences Team Leader	9-8-07	10-14-07

#10. Credentials of Evaluators (See Appendix A-5: Template for Credentials of Evaluators and Appendix A-6 for sample of Credentials of Evaluators)

The applicant must provide a paragraph to justify the choice of each proposed evaluator other than the supervisor and the Division Director, and, if applicable, explain the professional relationship of the evaluator to the applicant. Indicate the credentials of each evaluator as well as the type and quality of the institution or program with which the evaluator is associated. Also be sure to include the full name and title of each evaluator as well as contact information (address, telephone number, e-mail address).

When the IRC chooses evaluators from the list submitted by the applicant, the members may choose to use the applicant's paragraph on an evaluator's credentials, to revise that paragraph, or to provide an independently created paragraph. However, the IRC must provide a paragraph to justify each evaluator it chooses and must provide the same information on credentials that is specified above.

#11. Sample Letter Requesting Evaluation (See Appendix I-6 for Sample Letters)

Letters requesting evaluation of the applicant are to be sent by the IRC and should indicate the criteria, including the relative weights of each, for promotion and a list of any materials being sent to the evaluator. The letter should be neutral, asking for an honest evaluation and not a recommendation on the library faculty member's promotion. This letter of evaluation should address the applicant's qualifications for promotion in relation to the UM Libraries' criteria; it is not a letter of reference. It is useful to inquire about:

- the applicant's ranking among his or her professional peers
- an assessment of the applicant's chances for promotion
- the impact of the applicant's work within the library, within the field
- supervisor(s) should be asked to evaluate the quality of applicant's performance job performance
- the quality and impact of the applicant's service activities

The IRC must retain a copy of at least one of the letters sent to evaluators, as it is included in the dossier.

#12. Letters of Evaluation

Key points to remember with regards to letters of evaluation:

- The APPSC will review and approve the evaluators the IRC contacts.
- The IRC will solicit a written assessment of the applicant's job performance and professional potential from the applicant's supervisor(s) and the Director(s) of the Division(s) in which the applicant works.
- Additional letters are to be collected from external evaluators. Applicants often are confused about the procedures for selecting external evaluators. It is useful for the APPSC to inform them of the university's perspective on appropriate evaluators and the right of the IRC to select from the applicant's list of evaluators the specific ones the IRC deems appropriate.
- Although signed copies of letters of evaluators on official letterhead are preferable, Faculty Affairs will accept letters submitted by email or fax that do not have an original signature.
- Letters in a foreign language must be accompanied by an English translation.
- When complete, the applicant's dossier must contain the following letters of evaluation:
 - one from the applicant's supervisor(s) (in cases in which the current supervisor has been in the position for less than one year, the past supervisor should be contacted as well)
 - one from the Division Director (in cases in which the applicant reports to two Division Directors, letters should be solicited from both)
 - at least three external evaluators chosen by the committee
 - at least three external evaluators from the applicant's list
- Before the evaluative report can be written, there must be a minimum of six responses from external evaluators (outside UM), three chosen from the list submitted by the applicant and at least three chosen by the committee. If more than six letters from outside evaluators are solicited, no more than half may be from individuals suggested by the applicant. (E.g., the number of letters from evaluators chosen from the applicant's list may NOT exceed the number of letters from evaluators chosen by the IRC).
- Sometimes the IRC selects an evaluator that appears on the list of evaluators submitted by the applicant. IF the applicant and the committee compile independent lists of evaluators, the IRC may label as its own, evaluators that appear on both lists.
- When an applicant is re-reviewed, as in the case of someone applying for Librarian IV after having gained permanent status, new external evaluators should be chosen unless there are strong justifications for repeated selection.
- All letters received in response to solicitation must be included in their entirety. Indicate clearly on each letter whether the evaluator was selected by the applicant or by the IRC.

- In most instances, evaluators, other than the supervisor(s) and Division Director(s), will consist of external evaluators, individuals from outside the University of Maryland. However, there may be instances in which there is a need to select internal evaluators (either UM library faculty or UM teaching faculty) who address certain facets of the applicant's work in the area of librarianship. Letters soliciting evaluations from internal evaluators should stress the need for an evaluation of the applicant's librarianship. "Librarianship" should be defined for any internal evaluators who are UM teaching faculty.
- Be sure to send the evaluators copies of the following documents:
 - Applicant's CV
 - Applicant's Personal Statement
 - The Introduction and Sections 1 and 2 of the "University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty" OR the URL for the Web page where the document resides:
<http://www.president.umd.edu/policies/ii-100B.html>
 - Sample copies of Applicant's publications, if deemed to be necessary.

The following are some tips for choosing and communicating with external evaluators:

Choosing external evaluators

- ✓ Refer to the list of university libraries and professional organizations in Appendix I-4 for ideas on where to locate potential external evaluators. Make every attempt not to use individuals who have served as evaluators for previous applicants. The APPSC will provide a list of previous external evaluators to the IRCs.
- ✓ In selecting external evaluators, avoid choosing an evaluator who is the applicant's thesis or dissertation advisor, co-author, or student.
- ✓ External evaluators should hold an equivalent faculty rank. The credibility of evaluators is an important factor in judging the candidate's case and the evaluator's input.
- ✓ IRCs should always select one or two additional evaluators as back-ups in case one or more of the selected evaluators does not come through.

Communicating with external evaluators (for IRCs)

- ✓ Initial contact with the external evaluators is best made by telephone. During the phone conversation one can get an immediate sense whether the individual is receptive to the request. Alternatively, an evaluator may be contacted by e-mail. A sample e-mail memorandum is located in Appendix I-5. If he/she is not willing to serve as an evaluator, then there is no need to pursue the matter and one can move on to the next choice. If the individual is interested but needs a longer period of time to complete the task, there may be room for negotiating the deadline.
- ✓ Letters requesting evaluations must be sent in hard copy on Libraries' letterhead. Sample letters are located in Appendix I-5. Delays in the delivery of mail sent in hard copy dictate that you may also want to send a copy via email attachment or fax.
- ✓ It is advisable to contact the evaluators at a mid-point to make sure they are still willing to write letters and to remind them of the deadline.
- ✓ Remember to stress to the evaluators that their letters should be neutral, asking for an honest evaluation of the applicant, NOT a recommendation in support of the applicant.
- ✓ Remember to stress to evaluators that they must address the viability of the candidate in terms of UM Libraries' criteria for promotion and permanent status.

The credibility of evaluators is an important factor in judging the merits of the applicant's case and the evaluator's input. Because an evaluator may address whether the applicant would be promoted at his or her institution, the prestige of the institutional affiliation of the evaluator and the accomplishments of the evaluator should be taken into account in selecting external evaluators. Ideally, evaluators should be individuals who hold positions or ranks equivalent to that of a full professor. However, individuals who have served on professional organizations with the applicant are often highly qualified to serve as evaluators, regardless of rank or position. Likewise, an individual who holds a comparable or similar position to the applicant at an institution similar to the University of Maryland Libraries may be well qualified to provide an evaluation regardless of rank.

Section E of Dossier: Appendices to the Dossier

This section contains the following items submitted by the applicant:

- List of documentation submitted by the applicant, including the titles of publications submitted
- Example(s) of applicant's scholarship and/or creativity. The applicant will designate no more than two examples to be included in the dossier forwarded to Faculty Affairs.
- The two examples of scholarship and/or creativity are included only in the original copy of the dossier submitted to Faculty Affairs.

6. Responsibilities in the Promotion and Permanent Status Process

The APPSC Is Responsible for:

- Reviewing the Libraries' plan of organization and policies governing the appointment, promotion, and permanent status of library faculty to ensure that sufficient and up-to-date procedural guidelines are in place.
- Being aware of changes in campus policies and procedures that may have an impact on appointment, promotion, and permanent status of library faculty.
- Setting an annual schedule for the conduct of reviews of library faculty eligible for promotion and permanent status.
- Monitoring the schedule of promotion dates for Librarian Is, and appointing a committee member as a contact person for each Librarian I in the year before the mandatory application date.
- Appointing a committee member or members as contact person for assembling the dossier of a rank at appointment candidate.
- Informing library faculty of annual dates and providing other information relevant to the promotion and permanent status process.
- Inspecting submitted dossiers for accuracy, completeness, and conformity to the applicable guidelines.
- Making certain that appropriate mechanisms are in place to keep the process moving smoothly and on schedule.
- Appointing members of IRCs. In appointing these members, the APPSC should avoid appointing library faculty who might also be called upon as internal evaluators.
- Approving the evaluators from whom the IRCs will solicit evaluations.
- Reviewing the IRCs' letters to external evaluators and final reports.
- Keeping all documents and information strictly confidential. (The name of the applicant and names of IRC members, however, need not be kept confidential.)
- Convening a meeting of eligible library faculty to discuss and vote on rank at appointment, promotions and permanent status and prepare a report of the meeting, including a record of the vote. (See Appendix AP-4 for a sample of the APPSC report.)

- Serving as a sounding board and a resource group for the IRCs. APPSC will not engage in evaluating an applicant's viability for promotion and/or permanent status (except in the case of Librarian Is).
- Forwarding dossiers and the accompanying report of the discussion and vote of the library faculty to the Dean of Libraries. The Office of the Dean of Libraries then forwards copies of the complete dossier, including the Dean's letter and the letter from the Dean to the candidate (in the cases of promotion to Librarian III or IV or permanent status), to the Associate Provost for Faculty Affairs. The dossiers for candidates for promotion from Librarian I to II will be retained in the Office of the Dean of Libraries.
- Returning all non-confidential materials to successful candidates.
- Meeting with finalists for library faculty positions and providing the Dean of Libraries a recommendation regarding appropriate rank (may also include a recommendation on permanent status) to be assigned.

The Applicant Is Responsible For:

- Providing the Promotion/Permanent Status Transmittal Form, Curriculum Vitae and Personal Statement, signed and dated. *(Original, one copy, and electronic copy. For promotion to Librarian II: original and electronic copy.)*
- Providing names, contact information, and credentials for suggested evaluators. (Credentials are not necessary for the applicant's immediate supervisor and division director.) At least four of these evaluators must be from outside the University of Maryland. *(Original, one copy, and electronic copy. For promotion to Librarian II: original and electronic copy.)*
- Providing an appraisal of the reputation of publication/creative outlets. *(Original, one copy, and electronic copy. For promotion to Librarian II: original and electronic copy.)*
- Providing samples of publications or other forms of scholarship and/or creativity. *(Designate two to be forwarded with the complete dossier and provide two copies of them; all other originals to be returned to applicant.)*
- Providing any other relevant information (e.g., reviews of scholarly work, grant proposals, notification of awards).
- Providing a list of publications, other forms of scholarship and/or creativity, and other relevant information submitted to APPSC. *(Original, one copy, and electronic copy. For promotion to Librarian II: original and electronic copy.)*
- Providing English translations of any foreign-language materials submitted with the dossier.
- Reviewing and signing the *Summary Statement of Professional Achievements* provided by the IRC. Providing a statement that amends, corrects or amplifies the report as needed.

The IRC Is Responsible For:

- Consulting with the APPSC at any time to discuss issues and problems related to an applicant's viability for promotion and permanent status. All communication with the applicant concerning the application for promotion and/or permanent status is through the APPSC. Members of the IRC may not communicate directly with the applicant on these matters.
- Drafting the *Summary Statement of Professional Achievements* and presenting it to the APPSC for review by a specified date. The final report must be signed by at least one member of the IRC.
- Submitting to APPSC, **in electronic format**, a draft of their letter for external reviewers and a list of the external evaluators that identifies the applicant's choices and the IRC's choices and includes the following information for each evaluator: name, title, affiliation, mailing address, phone number, fax number, email address.
- Soliciting letters of evaluation. (Each letter should be labeled by source or relationship to the applicant.)

- one from the applicant's supervisor(s) (in cases in which the current supervisor has been in the position for less than one year, the past supervisor should be contacted as well)
- one from the Division Director (in cases in which the applicant reports to two Division Directors, letters should be solicited from both)
- at least three external evaluators chosen by the committee
- at least three external evaluators from the applicant's list
- internal evaluators as appropriate
- Creating a log showing the date on which each letter of evaluation was requested and received.
- Providing a copy of letters used to solicit letters of evaluation.
- Inserting the letters of evaluation into the completed dossier. The order of the letters in the dossier should match the order in which the evaluator names appear on the letter log. Letters should be labeled "Applicant's Choice" or "IRC Choice" as appropriate.
- Providing a brief statement about each evaluator whose letter is included in the completed dossier. It should indicate the person's credentials, achievements, and standing in the discipline/profession. The IRC may choose to make use of the statements submitted by the applicant for the evaluators chosen from the applicant's list. If so, a member of the IRC should sign the applicant's statement to indicate the IRC approval.
- Carefully reviewing and evaluating the applicant's accomplishments in librarianship, service, and scholarship and/or creativity.
- Writing an evaluative report of the applicant's accomplishments and potential for future contributions, the committee's recommendation and a justification for it, **and submitting the report to the APPSC for review**. The final report must be signed by at least one member of the IRC.
- Summarizing verbally its conclusions and recommendations during a scheduled meeting of the eligible library faculty. This presentation is based on the IRC's Evaluative Report and should represent a clear, factual, and neutral interpretation of the candidate's achievements as they relate to the UM Libraries' criteria for promotion and permanent status. The IRC should not act as an advocate for the applicant.
- Approving or amending the applicant's statement on the reputation of publication/creative outlets.
- Writing and sending letters of thanks to evaluators (See Appendix I-7 for sample copies of letters).
- Keeping all of the above documents and information strictly confidential. (The name of the applicant and names of IRC members, however, need not be kept confidential.)

The Supervisor and/or Division Director (internal evaluators) Are Responsible For:

- Submitting the evaluative letter **on or before** the deadline.
- Making certain that the evaluative letter addresses the strengths and weaknesses of the applicant in relation to the criteria.
- Ensuring that all library faculty for whom they are responsible receive adequate and appropriate mentoring and support.

The Eligible Library Faculty Are Responsible For:

- **Mentoring junior faculty and providing advice on professional development either as an appointed mentor, as a colleague, or as a member of a PRC.**
- Keeping all documents and information strictly confidential. (The name of the applicant and names of IRC members, however, need not be kept confidential.)
- Carefully and thoughtfully reviewing dossiers of applicants applying for promotion and/or permanent status.
- Attending scheduled meeting to discuss and vote on applicants. Best practices for the discussion of the candidates can be found in Appendix AP- 3.

The Dean of Libraries Is Responsible For:

- Reviewing the recommendations of the IRC and vote of the library faculty and making an independent judgment about each promotion and/or permanent status case that is expressed in writing to the Provost.
- Informing applicants in writing of his decision and the vote of the library faculty within two weeks of forwarding a recommendation to the Provost on promotion and permanent status cases. The Dean will send a draft of this letter to the APPSC in order for the APPSC to review the letter to ensure that the letter is factual and complete in reporting the results of the vote. In addition, the letter shall be made available in the Office of the Dean for review by the eligible faculty upon request. This letter will also be inserted in the dossier as it proceeds through higher levels of review.
- Making the final decision on rank at initial appointment.

7. NEGATIVE DECISIONS

Both the eligible library faculty and the Dean of Libraries make negative recommendations:

The Dean of Libraries must inform the applicant by **certified mail** within two weeks of the date of the decision. The letter should state the library faculty decision and the Dean's decision and summarize in general terms the reason for the denial. The letter should include the results of the eligible library faculty vote. The Dean's letter must also (a) state that he/she has reviewed the case to insure that there was no violation of substantive or procedural due process and (b), if applicable, specify the date of termination of employment that includes a six-month notice. A copy of the Dean's letter and one copy of the dossier are sent to the Associate Provost for Faculty Affairs. The remaining dossier materials will be retained in the Dean's office for one year, after which they will be forwarded to the Associate Provost for Faculty Affairs.

If there was no violation, the review process stops without consideration at higher levels. If there was a violation, the Dean must return the case to the APPSC in order to correct the error and rehear the case. This may or may not lead to a different recommendation.

Disagreement between the Dean and eligible library faculty:

As long as there is one positive recommendation (from either the Dean or eligible library faculty), the case will proceed to the Provost and the President for review.

A negative recommendation by the Provost will result in the case proceeding to the President, who makes the final decision. If it is negative, the President will then inform the applicant by certified mail.

8. APPEALS

If an applicant is rejected for promotion or permanent status, the applicant may appeal the decision. Appeals can only be based on claims of substantive due process or procedural due process violations. A substantive due process violation refers to decisions that are based on an illegal or constitutionally impermissible consideration such as the applicant's gender, race, age, nationality, handicap, and sexual orientation or on the applicant's exercise of protected first amendment rights (e.g., freedom of speech). Substantive violations also arise when the decision is arbitrary or capricious. Violations of procedural due process arise when the decision was

influenced by failures to take a procedural step or fulfill a procedural requirement stipulated in relevant Libraries, campus, or Board of Regents policies. Disagreements over the interpretation of the factual basis for peer review votes are not grounds for appeal. See “Section 7: Appeals Procedure” of the *APPS Policy* (<http://www.president.umd.edu/policies/ii-100B.html>) for details of the process by which library faculty members may appeal negative decisions on Promotion and Permanent Status.

9. CLARIFICATION OF ROLES OF IRC AND APPSC

The APPSC is concerned primarily with procedural issues. The members serve as a sounding board and a resource group for the IRCs but do not engage in evaluating an applicant’s viability for promotion and/or permanent status (except in the cases of rank at appointment, when APPSC serves as the IRC). The IRC members can consult with APPSC members at any time, and are encouraged to do so, to discuss issues and problems related to an applicant’s viability for promotion and/or permanent status. The IRC, however, should not communicate directly with the applicant; all communication with the applicant is done through the APPSC.

GENERAL APPENDICES

APPENDIX G-1: Elements in a Dossier

The APPSC will assemble the Applicant's dossier to include the following elements in the prescribed order. In parentheses is/are the individual/committee responsible for each part.

1. Promotion/Permanent Status Transmittal Form (Applicant)
2. Letter from Dean of Libraries, followed by the criteria appropriate for that rank. (Dean)
3. Letter(s) from the Libraries' Division Director(s) (IRC solicits letter from Division Director[s])
- 4a. Appointment, Promotion and Permanent Status Committee (APPSC) report of meeting of faculty eligible to vote. The reports should describe the discussions of the applicant's strengths and weaknesses and possible reasons for dissenting votes. The report should list the entire membership and be signed and dated by at least the chair. The numerical vote of the eligible faculty should be reported. When an applicant has not received a unanimous faculty vote, the report should include a discussion of the reasons for the divergent opinions. The author(s) of the comments and recommendations shall indicate the role of both University and local expectations in the evaluation of each applicant for permanent status and promotion. (APPSC)

Minority report. (optional, IRC and/or eligible faculty)

- 4b. Evaluative report by the Internal Review Committee (IRC) assigned to the applicant. This report incorporates the review committee's judgments and those of external evaluators. (IRC)
5. Summary Statement of Professional Achievements written by the IRC assigned to the applicant. This report lists the applicant's accomplishments and is verified by the applicant. It is signed by at least one member of the IRC and signed and dated by the applicant to indicate that he/she has reviewed it and approved it. (IRC)

The applicant may submit a response to the Summary Statement of Professional Achievements to be appended to it. (optional, applicant)

6. Applicant's Curriculum vitae. The curriculum vitae should be signed and dated to certify that it is accurate and current. (Applicant)
7. Reputation of publication outlets. (IRC)
8. Applicant's personal statement. (Applicant)
9. A log showing the date on which letter of evaluation was requested and the date the letter was received. All requests should be entered regardless of whether a response was obtained. (IRC)
10. The credentials of the evaluators, including a brief statement of each evaluator's achievements and standing in the discipline. (Applicant and IRC)
11. A sample letter used to solicit letters of evaluation. (IRC)
12. The letters from evaluators, labeled by source or relationship to the applicant (from applicant's or IRC's list, supervisor, colleague). Note that at least three, but no more than half the external evaluators should be selected from a list provided by the applicant. The order of the letters in the dossier should match the order in which the evaluator names appear on the letter log. (See section in this document on "Letters of Evaluation" for additional information. (IRC)

Appendices to the Dossier including the following:

- a. Additional documentation submitted by the applicant and examples of applicant's scholarship and/or creativity. The applicant should designate no more than two examples of scholarship and/or creativity to be included in the Dossier forwarded to Faculty Affairs. (Applicant)

- b. A typed list of all additional documentation submitted by the applicant. (Applicant)

NOTE: A copy of the letter from the Dean to the applicant (see "Responsibilities in the Permanent Status Process") is also included with the completed dossier as it proceeds through higher levels of review.

APPLICANT'S APPENDICES

Appendix A-1: Applicant's Checklist

When submitting the materials enumerated below, applicants and IRCs should not staple pages of any items. The original set of all materials should be submitted as single-sided documents. It is helpful if all personal statements, summary statements, evaluative reports should have footers with pagination and the applicant's last name.

[Please note: For Librarian I's applying for promotion to Librarian II, only 1 paper copy of each document is required, i.e., Original and electronic copy.]

- Promotion/Permanent Status Transmittal Form (*Original, one copy, and electronic copy*)
- Curriculum Vitae, signed and dated (*Original, one copy, and electronic copy*)
- Personal Statement, signed and dated (*Original, one copy, and electronic copy*)
- Names, contact information, and credentials for suggested evaluators, signed and dated. (Credentials are not necessary for the applicant's immediate supervisor and division director.) At least four of these evaluators must be from outside the University of Maryland. (*Original, one copy, and electronic copy*)
- An appraisal of the reputation of publication/creative outlets, signed and dated. (*Original, one copy, and electronic copy*)
- A list of publications, other forms of scholarship and/or creativity, and other relevant information submitted to APPSC. (*Original, one copy, and electronic copy*)
- Samples of publications or other forms of scholarship and/or creativity. (*Designate two to be forwarded with the complete dossier and provide two copies of them; all other originals to be returned to applicant.*)
- Other relevant information (e.g., reviews of scholarly work, grant proposals, notification of awards)
- Review, sign, and date the Summary Statement of Professional Achievements provided by the IRC. Provide a signed and dated statement that amends, corrects or amplifies the report if deemed necessary.

Appendix A-2: Transmittal Form

A copy of the transmittal form is available at:

http://www.lib.umd.edu/groups/la/APPSC/APPSC_transmittal_form.doc

Appendix A-3: Citations Derived from the *Chicago Manual of Style* SAMPLE

Citation for an article:

Douglas M. Jones, "Academic Libraries in the New Millennium," *American Libraries* 55 (1990): 366-84.

Jane D. Murray and Douglas M. Jones, "The Heart of the Academy," *Academic Librarian* 7 (1986): 14-22.

Citation for a book:

Lynn R. Simmons, *Technology and the Humanities: The Future is Now* (New York: Scribner, 2004).

Citation for a presentation:

Charles Near, "Business Research: A Brave New World," paper presented at the annual meeting of the American Library Association, San Antonio, TX, May 25-29, 2002.

Citation for a Web page:

University of Chicago Libraries Planning Committee, "University of Chicago Strategic Plan 1999-2000," University of Chicago Libraries (<http://www.lib.uchicago.edu/strategicplan.html>).

Citation for a chapter in a book:

Robert C. Adams, "Systems Analysis," Chap. 2 in *Information Storage and Retrieval Systems*. (Atlanta, GA: Peachtree Press, 1996).

Citation for an exhibition:

Ann Shumard, *Women of Our Time: Twentieth Century Photographs*, Donald W. Reynolds Center for American Art and Portraiture, National Portrait Gallery, Smithsonian Institution, Washington, D.C., October 10, 2008 – February 1, 2009.

Appendix A-4: Reputation of Scholarly/Creative Outlets SAMPLES

Selected Journals (Applicants May Use In Total as Desired)

Reviewed for currency 5/09

Title: American Music

Publishing Body: University of Illinois Press

Start Year: 1983

Frequency: Quarterly

Refereed: Yes

Description: Devoted to all aspects of American music and music in America. Of interest to academic and professional audiences as well as to a broad spectrum of nonprofessional music enthusiasts, the journal presents articles on composers, performers, publishers, institutions, events, and the music industry itself.

Review: American Music is devoted to all aspects of music history and contemporary music in America. Articles cover American composers, performers, publishers, institutions, and events, and the American music industry. Musical genres include jazz, folk, dance, theater, blues, popular, and classical. Book, recording, multimedia, and web site reviews, bibliographies, and discographies are included. Some content is available online at the publisher's web site. This is one of the premier journals in its subject area and is of interest to performers and scholars of American music.

Recommended for academic and public libraries with any American music focus. A related title is the Journal of the Society for American Music. (Vick, Liza - Magazines for Libraries - Jan 12, 2009; [ISSN: 0734-4392](#))

Title: Art Documentation: Bulletin of the Art Libraries Society of North America

Publishing Body: Art Libraries Society of North America

Start Year: 1972

Frequency: Semi-annually

Refereed: Yes

Description: Articles relevant to art librarianship and visual resources curatorship.

Review: This peer-reviewed publication is the official bulletin of the Art Libraries Society of North America. Articles discuss recent developments in the field of art librarianship and visual resource curatorship, as well as news and events of the society. Recent article topics include folksonomies and tagging, graphic novels, collection development, and thesaurus development. Each issue also includes extensive book review sections. An essential publication for all art libraries and visual resource centers. (Jackson, Amy – Magazines for Libraries – Jan 12, 2009; [ISSN: 0730-7187](#))

Title: Choice: Current Reviews for Academic Libraries

Publishing Body: Association of College and Research Libraries

Start Year: 1963

Frequency: Monthly

Refereed: Yes

Description: Each issue contains one or more bibliographic essays on selected topics, one or more feature pieces, and 600 reviews of new academic titles.

Review: Choice has long been the selection tool of, well, choice for thousands of academic libraries. A publication of ALA's Association of College and Research Libraries (ACRL), the journal reviews scholarly books, electronic media, and Internet resources of interest to those in higher education. Reviews, grouped by discipline, are concise and authoritative, and give suggested LC class numbers, audience/academic level, and a final "Summing Up" recommendation regarding purchase. Also included in each issue are a longer bibliographic essay on selected topics or trends, and a list of significant forthcoming titles. An annual list of Outstanding Academic Titles is published in January, and a special issue devoted to best-of-the-web reviews is also issued annually. The Choice Reviews Online web site (www.cro2.org) provides access to current and past issues, with most content limited to subscribers. Summing

up: highly recommended for all libraries, particularly undergraduate collections. (Silveria, Janie – Magazines for Libraries – Jan 12, 2009; ISSN: 0009-4978.)

Title: Classical World

Publishing Body: Classical Association of the Atlantic States

Start Year: 1907

Frequency: Quarterly

Refereed: Yes

Description: Covers all aspects of Greek and Roman literature, history and society, or classical tradition.

Review: Aimed at high school and college teachers of classics, this journal covers all aspects of classical civilization, with primary emphasis on literature and history. In addition to scholarly articles in these areas, Classical World includes several regular features that deal with pedagogical topics and an extensive "Notes and News" column that provides information about study programs, conferences, fellowships, and scholarships. The journal is also well known for the many valuable bibliographical surveys that it publishes. These include annual surveys of audiovisual materials and classical textbooks, as well as review essays on particular authors and topics. Accessible to a wide audience, including students and general readers, Classical World is suitable for high school, college, and larger public libraries. (Jenkins, Fred W. – Magazines for Libraries – Jan 12, 2009; ISSN: 0009-8418.)

Title: College and Research Libraries

Publishing Body: Association of College and Research Libraries

Start Year: 1939

Frequency: Bi-monthly

Refereed: Yes

Description: Articles of interest to college and research libraries.

Review: This is a scholarly research journal published by the Association of College & Research Libraries, a division of the American Library Association, reflecting trends and developments that impact academic librarians and research libraries. Recent articles cover electronic resources, funding, and information-seeking behaviors. Articles are supported with tables, figures, and surveys, and each issue includes book reviews. Highly recommended for academic and research libraries. (Jackson, Amy – Magazine for Libraries – Jan 12, 2009; ISSN: 0010-0870.)

Title: Issues in Science and Technology Librarianship

Publishing Body: Association of College and Research Libraries, Science and Technology Section

Start Year: 1991

Frequency: Quarterly

Refereed: Yes

Review: This quarterly, electronic publication offers materials of interest to science and technology librarians. Each issue contains themed articles, refereed articles, electronic resource reviews, viewpoints, and book reviews. Recent themes address reference, assessment, outreach and marketing, facilities, and open-access journals. Refereed articles have explored Google Scholar, information literacy, case studies, and geographic information systems. Recommended for science and technology librarians. Available online at www.library.ucsb.edu/istl. (Jackson, Amy – Magazines for Libraries – Jan 12, 2009; ISSN: 1092-1206.)

Title: Journal of Academic Librarianship

Publishing Body: Pergamon

Start Year: 1975

Frequency: 6 times a year

Refereed: Yes

Description: Covers all aspects of academic librarianship and offers an extensive review of the literature through its "Guide to the Professional Literature."

Review: The Journal of Academic Librarianship, published six times each year, is a refereed journal with international contributions and readership. Contributors present research findings and case studies, analyze policies and procedures, and review books relevant to the library profession. Recent article topics include organizational diversity, institutional repositories, information-seeking behaviors, Google Scholar, and undergraduate citation behavior. Highly recommended for academic libraries. (Jackson, Amy – Magazines for Libraries – Jan 12, 2009; ISSN: 0099-1333.)

Title: Journal of Government Information

Publishing Body: Elsevier Ltd.

Start Year: 1974-2005 (merged/incorporated, Incorporated into Government Information Quarterly)

Frequency: Bi-monthly

Refereed: Yes

Description: Covers production, distribution, library handling, bibliographic control, accessibility and use of government information in all formats and at all levels of government, including United Nations and international agencies.

Review: This journal aims to provide a "forum for the publication of scholarship on government policy, current practice, new developments, and history of the distribution, processing, and use of information at all levels of government." The audience and authorship for this journal has developed beyond government documents librarians to anyone with a research interest in government information and information policy. Unfortunately, the price of this well-respected journal continues to spiral upward, putting it out of reach for libraries with relatively small budgets. Still, it is absolutely essential for library and information science collections. (Via, Barbara – Magazines for Libraries – March 15, 2000; ISSN: 1352-0237.)

Title: Judaica Librarianship

Publishing Body: Association of Jewish Libraries

Start Year: 1983

Frequency: Annual

Refereed: Yes

Description: Covers the full spectrum of functions and types of Judaica libraries.

Review: This substantial journal provides a wonderful forum for study in Judaica librarianship and literature. Each issue includes several columns, which vary from issue to issue. Papers from Association of Jewish Libraries conferences are also included. This is obviously a labor of love for the many volunteers who put the journal together. It is a first-rate effort and should be included in comprehensive library science collections and in collections supporting substantial research in Judaic Studies. (Magazines for Libraries – November 15, 1997; ISSN: 0739-5086.)

Title: LCATS: Library Collections, Acquisitions and Technical Services

Publishing Body: Elsevier Ltd.

Start Year: 1977

Frequency: 4 times a year

Refereed: Yes

Description: Provides a forum for the exchange of ideas and experiences among members of library acquisitions, collections management and bookselling communities worldwide. Emphasizes practical experience, as well as theoretical foundations of the profession.

Review: Library Acquisitions provides a "forum for the exchange of ideas and experiences among members of the library acquisitions, collection management, and bookselling communities throughout the world." Each issue includes several feature articles, a mix of practical and research types. Reports from conferences, including NASIG and the Charleston Conference, are

a regular feature. The book reviews are analytical and well written. This is a high-quality journal that is most useful for acquisitions librarians in larger libraries and for collections supporting library science research and teaching. (Via, Barbara J. – *Magazines for Libraries* – March 15, 2000; ISSN: 1464-9055.)

Title: *Library Resources & Technical Services*
Publishing Body: American Library Association
Start Year: 1957
Frequency: Quarterly
Refereed: Yes

Description: Presents scholarly papers on bibliographic access and control, preservation, conservation and reproduction of library materials.

Review: This is the official journal of the Association of Library Collections & Technical Services, a division of the American Library Association. Articles in this publication address collection management and development, acquisitions, cataloging and classification, preservation and reformatting, and serials. Articles are subject to a double-blind peer review, and recent topics explore scholarly communication, cataloging leadership, library finances, and metadata. A basic publication for all academic library collections. (Jackson, Amy) – *Magazines for Libraries* – Jan 12, 2009.)

Title: *Literary and Linguistic Computing*
Publishing Body: Oxford University Press
Start Year: 1986
Frequency: Quarterly
Refereed: Yes

Description: Covers all aspects of computing applied to literature and language.

Review: Founded to provide a place for dialogue among "computing humanists," this journal broadened its editorial focus in 1997. It now invites articles not just on text-based subjects in the humanities but also "visual and artifactual disciplines." Other measures meant to increase readership have included omitting sections such as "the Diary" and "News and Notes," replacing them with a wide range of topical special sections (one such example is "The Use of Computers in Film and Performance Studies"). In addition, an occasional special issue will be published, such as "Use of Computers in the Study of Ancient Documents." The eight scholarly articles in this special issue ranged from 2 to 12 pages. All had a brief abstract and references (except for the merely descriptive pieces). Recommended only where corresponding doctoral programs are offered. (McClamroch, Jo – *Magazines for Libraries* – March 15, 2000; ISSN: 0268-1145.)

Title: *Portal: Libraries and the Academy*
Publishing Body: The Johns Hopkins University Press
Start Year: 2001 (Jan.)
Frequency: Quarterly
Refereed: Yes

Description: Covers current topics of interest to academic libraries such as library administration, information technology and information policy.

Review: Another journal for librarians in colleges and universities, this stresses research in the new technologies to reference services and acquisitions to administration. Distance learning, archives, history of libraries, copyright, and the topics of concern to all academic libraries have, or will receive space. The publisher says all major articles are peer reviewed. Regular columns balance the long articles with mild to strong opinions. Others do not check these. In the first number there are five articles (pp. 1-58) that move from accreditation and technical services to copyright and "radical change in the academic library." A winner column is "Isn't life great? A dot com delivers access to the wealth of human knowledge" by Robert Dugan. Note: After a European publisher took over the *Journal of Academic Librarianship*, most editorial board members migrated to *Portal*, which explains in part why the two titles are, at least for the first

issue, so similar in tone and approach? not a bad thing. (Katz, Bill – Independent Reviewers – May 15, 2001; ISSN: 1531-2542.)

Title: *The Reference Librarian*

Publishing Body: Haworth Press, Inc.

Start Year: 1981

Frequency: Semi-annually (in 2 vols.)

Refereed: Yes

Description: Focuses on a topic of current concern or practical value to the reference librarian.

Review: This semi-annual publication addresses new trends and developments in the field of reference librarianship. Articles are appropriate for professional librarians and graduate students enrolled in reference and user services courses. Recent articles discuss virtual reference, the history and future of reference services, government documents, and information needs of users.

Recommended reading for all reference librarians. (Jackson, Amy – *Magazines for Libraries* – Jan 12, 2009; ISSN: 0276-3877.)

Title: *RQ/Reference and User Services Quarterly*

Publishing Body: American Library Association

Start Year: 1960

Frequency: Quarterly

Refereed: Yes

Review: As the official publication of the Reference and User Services Association of the American Library Association, this journal communicates information regarding user-oriented library services to librarians in special, public, and academic libraries. In addition to reference trends and resources, articles also address professional development, literature reviews, and news of the association.

Annotated bibliographies are also included. Recent articles examine library services to Spanish-speaking library users; business reference sources; and virtual reference. A basic title for all library collections. (Jackson, Amy – *Magazines for Libraries*, Jan 12, 2009; ISSN: 1094-9054.)

Publisher (Sample For Formatting/Reference Purposes)

Greenwood Press

“The Greenwood Publishing Group is one of the world's leading publishers of reference titles, academic and general interest books, texts, books for librarians and other professionals, and electronic resources. With over 18,000 titles in print, GPG publishes some 1,000 books each year, many of which are recognized with annual awards from *Choice*, *Library Journal*, the American Library Association, and other scholarly and professional organizations.”

(<http://www.greenwood.com/about/company.asp>)

Conference (Sample For Formatting/Reference Purposes)

LOEX

“LOEX is a self-supporting, non-profit educational clearinghouse for library instruction and information literacy information. Founded in 1971, LOEX (Library Orientation Exchange) has grown from a lending repository of library instruction materials and host of an annual conference on the subject to an internationally known organization that serves as a conduit for those working in the field. In addition to the LOEX collection, the clearinghouse hosts an annual conference with published proceedings, produces a quarterly publication featuring articles by teaching librarians and a monthly current awareness e-letter, plus this Web site which points to examples of work in the field of library instruction and information literacy. In 2004, LOEX has over 600

member libraries in the United States, Canada, the Caribbean, Europe, Australia, and New Zealand.” (<http://www.emich.edu/public/loex/about.html>)

Appendix A-5: Credentials of Evaluators TEMPLATE

Evaluator's Name: _____

Position Title: _____

Institution Name: _____

Faculty Status: Yes No

If "yes": Rank _____

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

Credentials [narrative paragraph that provides a snapshot of the evaluator's educational background, professional experience, and current position]:

Relationship of Evaluator to Applicant [why selected as an evaluator]:

Appendix A-6: CREDENTIALS OF EVALUATORS SAMPLE

External Evaluators for Marian Bibliotec

Evaluator's Name: Jane Austen

Position Title: Social Sciences/Government Documents Librarian

Institution Name: University of Arizona Libraries

Faculty Status; Yes No

Rank: Full Librarian

Mailing Address: Elizabeth Bennett Memorial Library

University of Arizona

Tucson, AZ 85721

Phone: 555-555-5555

Fax: 555-555-5556

Email: jausten@arizona.edu

Jane Austen is a full librarian and member of the Social Sciences Team at the University of Arizona Libraries (an ARL library). She is the subject liaison to the Political Science and Public Administration & Public Policy departments and subject selector in law, Arizona state and local documents, United States federal, international, and European Union resources. She has written numerous articles and given presentations at state and national conferences on government documents and services. Ms Austen has a B.A. in Political Science from the University of Hawaii (1969), an M.A in Public Administration from New York University (1971, and an M.L.S. from Columbia University (1977).

Relationship of Evaluator to Applicant: Ms. Austen is a choice of the IRC.

Evaluator's Name: Dr. Harry Potter

Position Title: Associate Dean for Public Services

Institution Name: University of Wisconsin - Madison

Faculty Status: Yes No

Mailing Address: Hogwarts Library

University of Wisconsin - Madison

Madison, WI 53706

Phone: 555-555-5557

Fax: 555-555-5558

Email: hpotter@wisconsin.edu

Harry Potter is the Associate Dean for Public Services at the University of Wisconsin at Madison Libraries (an ARL library). Dr. Potter is the author of two books on providing reference services in academic libraries, numerous peer-reviewed articles, and is often invited to speak at national and regional library meetings and conferences. He is a past chair of ACRL's University Libraries Section and is currently the vice-chair of ALA's Reference and User Services Association (RUSA). Dr. Potter has a Ph.D. in Library and Information Studies from Syracuse University (1989), an M.L.S. from the University of Pittsburgh (1983), and a B.A. in Sociology from Duke University (1979). Although librarians at the University of Wisconsin do not have permanent status, they do have the expectation of professional development, service, and scholarly and creative activities. Furthermore, the University of Wisconsin Libraries is a major research library – it is ranked 11th on ARL's 2004 list of research libraries in North America.

Relationship of Evaluator to Applicant: Dr. Potter is a selection of the candidate and served with the candidate in the ACRL University Libraries Section.

IRC APPENDICES

Appendix I-1: IRC Checklist

When submitting the materials enumerated below, applicants and IRCs should not staple pages of any items. The original set of all materials should be submitted as single-sided documents. It is helpful if all personal statements, summary statements, evaluative reports should have footers with pagination and the applicant's last name.

- ❑ Submit a draft of the letter for evaluators to APPSC for review and approval (mid-August).
- ❑ Submit to APPSC, **in electronic format**, a list of the external and internal evaluators that identifies the applicant's choices and the IRC's choices and includes the following information for each evaluator: name, title, affiliation, mailing address, phone number, fax number, email address (early September).
- ❑ Write Summary Statement of Professional Achievements and submit to APPSC for review (mid-September). At least one member of the IRC must sign and date the approved report.
- ❑ Solicit letters of evaluation. (Each letter should be labeled by source or relationship to the applicant, IRCs may negotiate with evaluators on date of receipt. See Appendix I-5 of the *Guidelines* for sample letters.) Letters required:
 - one from the applicant's supervisor(s) (in cases in which the current supervisor has been in the position for less than one year, the past supervisor should be contacted as well)
 - one from the Division Director (in cases in which the applicant reports to two Division Directors, letters should be solicited from both)
 - at least three external evaluators chosen by the committee
 - at least three external evaluators from the applicant's list
 - internal evaluators as appropriate
- ❑ Create a log showing the date on which each letter of evaluation was requested and received.
- ❑ Provide a copy of a letter used to solicit letters of evaluation.
- ❑ Submit a document containing the credentials of the evaluators signed and dated by at least one member of the IRC. Provide a brief statement about each evaluator whose letter is included in the completed dossier. It should indicate the person's credentials, achievements, and standing in the discipline/profession. The IRC may choose to make use of the statements submitted by the applicant for the evaluators chosen from the applicant's list.
- ❑ Carefully review and evaluate the applicant's accomplishments in librarianship, service, and scholarship and/or creativity
- ❑ Submit a document containing an appraisal of the reputation of publication/creative outlets of the candidate signed and dated by at least one member of the IRC. The IRC may choose to make use of the statement submitted by the applicant, but a member of the IRC must sign and date it.

Write an Evaluative Report of the applicant's accomplishments and potential for future contributions, the committee's recommendation and a justification for it, and submit the report to the APPSC for review (mid-November). The completed report must be signed and dated by at least one member of the IRC.

- ❑ Submit Evaluative Report, Letter Logs, Sample Letters, Credentials of Evaluators, and Reputation of Scholarly/Creative Outlets to the APPSC for review (late November/early December). Note that the order of the letters in the dossier should match the order in which the evaluator names appear on the letter log, and that letters should be labeled “Candidate’s Choice” or “IRC’s Choice” as appropriate.
- ❑ Summarize verbally the evaluative report’s conclusions and recommendations during a scheduled meeting of the eligible library faculty. This presentation should represent a clear, factual, and neutral interpretation of the candidate’s achievements as they relate to the UM Libraries’ criteria for promotion and permanent status (January/February).
- ❑ Write and send letters of thanks to evaluators. (See Appendix I-6 of the *Guidelines* for sample copies of letters.)
- ❑ Keep all of the above documents and information strictly confidential. (The name of the applicant and names of IRC members, however, need not be kept confidential.)

IMPORTANT NOTE: IRC members are encouraged to contact their APPSC liaison or consult the current “Important Dates for Promotion and Permanent Status” timeline on the APPSC website (<http://www.lib.umd.edu/groups/la/APPSC/index.html>) for exact dates.

Appendix I-2: Summary Statement of Professional Achievements
SAMPLE (Formerly known as the Descriptive Report)

IRC SUMMARY STATEMENT OF PROFESSIONAL ACHIEVEMENTS FOR
MARIAN BIBLIOTEC

LIBRARIANSHIP

Marian Bibliotec received her MLS from the School of Information and Library Science, University of North Carolina at Chapel Hill University in 1990. Since then, she has held professional positions at the University of North Carolina at Wilmington (1990-1995), the University of Virginia (1995-1998); Johns Hopkins University (1998-August 2000), and the University of Maryland, College Park, Libraries (September 2000-present).

As a member of the Social Science and Allied Professions Team since September 2000, Ms. Bibliotec provides general reference and instruction services and serves as liaison to the College of Education. She has created six Web-based tutorials and five subject guides for her area of responsibility. In addition, she instituted weekly on-site reference and research consultation for graduate students at the College of Education. With other members of her team, she authored Working Paper #5: "Establishing a Self-Managing Social Sciences and Allied Professions Team." As a member of the team, she participates in its daily management and operations.

Prior to her service at the University of Maryland Libraries, Ms. Bibliotec served as Resource Services Librarian for History, Sociology and Political Science Departments at the Milton Eisenhower Library, Johns Hopkins University, from 1998 to August 2000. She provided instruction in research methods to undergraduates, graduates, and post-graduates, as well as had oversight for the development of the collections for history, sociology, and political science. She provided research consultations and library orientation tours to new faculty, graduates, and undergraduates. She also wrote, edited and/or revised a set of basic research guides and finding aids to the collections.

From 1995 to 1998, Ms. Bibliotec served as Collections and Subject Services Librarian at the Alderman Library, University of Virginia. She provided reference assistance, selected materials for the collection, was the liaison to the Department of Sociology, and provided instruction in use of the library. In addition, she participated in the development of policies and procedures for Alderman Library.

Ms. Bibliotec began her professional career at University of North Carolina at Wilmington in 1990. As a Reference and Instruction Librarian at Randall Library, she provided reference, instructional, and outreach services as well as training and orientation for students, faculty, and library staff.

Throughout her career, Ms. Bibliotec has taken advantage of opportunities for continuing education and professional enhancement. She has attended conferences, meetings, and symposia sponsored by the North Carolina Library Association, the Maryland Library Association, ALA, and ACRL. She has participated in the Staff Learning and Development programs at the University of Maryland Libraries.

SERVICE

Service to the Libraries

At the University of Maryland, Ms. Bibliotec has served on a number of library committees and teams including but not limited to: the Information Literacy Team (2000-present),

the Safety & Security Team (2002-2003), and the Professional Development Committee of the Maryland Partnership for Teaching & Learning K-12 of the University System of Maryland (2001-2003). She chaired the Search Committee for the Manager of Staff Learning and Development (2002) and represented the Libraries on the Search Committee for Chair of the Department of Curriculum and Instruction of the UM's College of Education (2002). In 2002, she was elected to the Nominations, Elections & Voting Procedures Committee of the Library Faculty Assembly.

Service to the University

At the University of Maryland, Ms. Bibliotec has participated in a variety of programs that support collaboration and education. These include but are not limited to participating in "First Look Fair," a program for new students, mentoring graduate students in the College of Education, and working with Montgomery Blair and Eleanor Roosevelt high school students. In 2002, she served as Moderator for the "Undergraduate Research Day." She served on the campus-wide committee for Maryland Day 2003.

At Johns Hopkins University and the University of Virginia she served on planning committees and sociology and other subject collection development committees. In addition, at the University of Virginia, she was appointed to the Libraries Committee of the Faculty Senate and, while at Johns Hopkins University, was a panel moderator for "Improving Our Schools" a 1999 conference that explored strategies to improve K-12 education in Maryland.

At the University of North Carolina at Wilmington, in addition to serving on library committees, she as a member of Randall Library's Intellectual Freedom Committee (1993-1995) and on the organizing committee for the state-wide conference on intellectual freedom held in 1994. She also participated in programs for students applying to UNCW and helped design programs for first-year students.

Service to the Profession

Since assuming her position at the University of Maryland Libraries, Ms. Bibliotec has maintained memberships in a number of national organizations. From 1990 to the present she has been a member of the American Library Association and of the Association of College and Research Libraries (ACRL). Since 2000, she has been a member of the member of the Education and Behavioral Sciences Section (EBSS) of ACRL and EBSS's Higher Education Committee. From 1995 to 2000, she held membership in Anthropology and Sociology Section of ACRL and served on the section's Bibliography and Publications Committees, in both of which she held leadership positions. Regional professional affiliations include the Maryland Library Association and its College and Research Libraries Division, 1998 to the present; the Virginia Library Association (VLA) and its Academic Library Section, 1995 to 1998; and the North Carolina Library Association (NCLA) and its College and University Section, 1990 to 1995. While a member of the VLA, she served as chair of the VLA/SIRS Intellectual Freedom Award in 1996, as a member of the Nominating committee in 1997, and as chair of the Conference Committee in 1998. In 1994-1995, she served as the Secretary-Treasurer of the College and University Section of the NCLA.

SCHOLARSHIP AND/OR CREATIVITY

Ms. Bibliotec has published two articles in *Behavioral & Social Sciences Librarian*, a refereed journal: "The Beginner's Guide to Internet Resources in Sociology," *Behavioral & Social Sciences Librarian* 14, no 1 (1995): 29-42; and, with Joseph Lerner, "Web Tutorials for Education Students: A Practical Alternative to Traditional Library Instruction--Basic Issues and Concerns," *Behavioral & Social Sciences Librarian* 18, no. 2 (2002): 17-25.

During her professional career, Ms. Bibliotec has presented papers as a panelist at national and regional professional meetings and conferences: "Advocacy for Librarians in Higher

Education,” paper presented on an Educational and Behavioral Sciences Section panel at the annual meeting of ACRL, Boston, MA, December 1-3, 2002; “Sociology and Computers: Toward the Year 2000,” paper presented on an Anthropology & Sociology Section panel at the annual meeting of ACRL, New York, NY, December 3-6, 2000. Her service on panels organized by sections of regional professional library conferences includes: Academic Library Section, Virginia Library Association, 1996 and 1997; College and University Section, North Carolina Library Association, 1994 and 1995. From 1997 to 1999, she was co-editor of *ANSS Currents*, the newsletter of the ACRL Anthropology & Sociology Section.

Submitted by the Internal Review Committee

Jane Black, Eugene Collins, and Richard C. Blaine, Chair: _____

Date: _____

Marian Bibliotec: _____ Date: _____

Appendix I-3: Evaluative Report SAMPLE

IRC EVALUATIVE REPORT FOR MARIAN BIBLIOTEC

LIBRARIANSHIP

Marian Bibliotec's performance in librarianship is superior. Since receiving her MLS degree in 1990, Ms. Bibliotec has worked in several increasingly challenging social sciences librarian positions. She has brought dedication to public service, strong knowledge of the social sciences, and creativity to her work.

In her current position as Reference Librarian for Education at the University of Maryland Libraries, Ms. Bibliotec has responsibility for selecting all print and electronic materials in the field of education, for developing and teaching education-oriented courses, for managing a large budget, and for maintaining close communication with an extensive and demanding faculty. She performs these duties conscientiously and thoroughly. Ms. Bibliotec has successfully integrated librarianship into the curriculum in the College of Education. She has developed a series of high-quality Web tutorials and other course-related user guides. Her leadership skills are evidenced by the collaborative and innovative nature of her efforts in course development, participation on numerous teams and committees, mentoring students, and her role in the creation of Social Sciences Team Working Paper #5.

Ms. Bibliotec was a social science reference librarian at the Johns Hopkins University where she had collection development responsibilities for history, sociology, and political science. In his letter, evaluator George Fineman, notes that Ms. Bibliotec's "abundant intelligence, creativity, and energy were inspiring" when he worked with her at Johns Hopkins and that he is not "surprised to read of her success at the University of Maryland."

While at University of Virginia, Ms. Bibliotec was a Collections and Subject Services Librarian at Alderman Library. Anne Consoli, Ms. Bibliotec's supervisor at Alderman Library, writes that Ms. Bibliotec "excelled at communicating with students, teaching faculty, and librarians in other units" and that she "expected that she would perform at the highest level in reference, instructional, and outreach services in any academic library."

SERVICE

Ms. Bibliotec has compiled a strong record service to the academic communities where she has worked during her career. At the University of Maryland, she serves on a number of committees and teams, while performing her regular reference and collection development duties. She is an active member of the Information Literacy Team, whose leader, Priscilla James, characterized her work on the team as "important and insightful." Not only did she chair the Search Committee for the recently filled Manager of Staff Learning and Development, she was invited to represent the Libraries on the Search Committee for the Chair of the Department of Curriculum and Instruction in the university's College of Education, a measure of the high regard with which she is held by the faculty of the College. She has been active in faculty governance, both at the University of Maryland and at the University of Virginia. She is currently an elected member of the Nominations, Elections & Voting Procedures Committee of the Library Faculty Assembly; at the University of Virginia she served on the Libraries Committee of the Faculty Senate. Early in her career as a member of the Intellectual Freedom Committee, Randall Library, University of North Carolina at Wilmington, she was one of the organizers of a state-wide conference on intellectual freedom.

Ms. Bibliotec has provided dedicated service to the profession. Early in her professional career she held leadership positions on committees of the North Carolina Library Association and the Virginia Library Association. A member of the American Library Association and the Association

of College and Research Libraries (ACRL) since 1990, she has been an active member on committees of two sections of ACRL: Anthropology and Sociology and Education and Behavioral Sciences.

SCHOLARSHIP AND/OR CREATIVITY

Ms. Bibliotec has published two articles in the refereed journal, *Behavioral & Social Sciences Librarian*, a respectable/solid record given heavy demands in the positions she had held. In addition, she has presented papers and participated at professional meetings of national and regional organizations. Her most important scholarly contribution to date was her tenure as co-editor of *ANSS Currents*, the newsletter of ACRL's Anthropology and Sociology Section. The letters of several of the evaluators (Fahey, Steiffel) suggested that her publication record could be stronger. However, others (Harman, Consoli) noted that her published work had made a significant contribution.

RECOMMENDATION

Criteria for a Librarian III with Permanent Status, per the *University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty*, are as follow:

Appointments to this rank normally require a minimum of six years of professional experience, three of which must be at a level comparable to the rank of Librarian II. Librarians at this rank shall have a high level of competence in performing professional duties requiring specialized knowledge or experience. They shall have served the Libraries, the campus, or the community in some significant way; shown evidence of creative or scholarly contribution; and been involved in mentoring and providing developmental opportunities for their colleagues. They shall have shown promise of continued productivity in librarianship, service, and scholarship and/or creativity.

Ms. Bibliotec's librarianship and service are outstanding. Her librarianship in particular, which is the most significant criterion in determining the suitability of a member of the library faculty for permanent status, reflects a level of development, accomplishment, and sophistication expected of a career professional associated with a major research library in a premier university. She clearly surpasses the acknowledged standards and expectations for performance and achievement as a practicing librarian that embody the defining qualities of the library faculty at the University of Maryland. Her contributions in scholarship and/or creativity, while modest compared with what she has achieved in other areas of her work, are clearly in balance with respect to the relative value of this particular criterion and expectations of library faculty possessing permanent status.

After careful review of all documentation, the IRC recommends that Marian Bibliotec, Librarian III, be granted permanent status.

Submitted by the Internal Review Committee:

Jane Black

Eugene Collins

Richard C. Blaine, Chair

Date

APPENDIX I-4: EXTERNAL EVALUATOR SOURCES

Possible sources for external evaluators who would be qualified to judge the applicant include the following:

- Individuals from our peer institutions who would be familiar with the type of library position held by the applicant. The following is a list of our institutional peers:
 - UCLA
<http://www.ucla.edu/index.html>
 - University of California Berkeley
<http://www.berkeley.edu/>
 - University of Illinois at Urbana-Champaign
<http://www.uiuc.edu/>
 - University of Michigan (Ann Arbor)
<http://www.umich.edu/>
 - University of North Carolina at Chapel Hill
<http://www.unc.edu/>
- Individuals from the following ARL Libraries where librarians have faculty status. ARL's Web page at <http://www.arl.org> has links to the homepages of all of its member libraries:
 - University of Alabama Libraries
 - University of Alberta
 - University of Arizona
 - Auburn University
 - Brigham Young University
 - University of Cincinnati Libraries
 - University of Colorado
 - Colorado State University
 - University of Florida
 - University of Georgia
 - Georgia Institute of Technology
 - University of Hawaii
 - University of Houston
 - University of Illinois - Chicago
 - Indiana University
 - Iowa State University
 - University of Kansas
 - Kent State University Libraries
 - University of Kentucky
 - Louisiana State University
 - McGill University Libraries
 - University of Manitoba
 - University of Miami
 - University of Missouri - Columbia
 - University of Nebraska - Lincoln
 - University of New Mexico
 - New York University
 - University of Notre Dame
 - Ohio State University
 - University of Oklahoma
 - Oklahoma State University
 - University of Oregon
 - Pennsylvania State University
 - University of Pittsburgh
 - Purdue University
 - Queen's University

- Rutgers University
 - University of Saskatchewan
 - University of South Carolina
 - University of Southern California
 - Southern Illinois University
 - State University of New York - Albany
 - State University of New York - Buffalo
 - State University of New York - Stony Brook
 - University of Tennessee - Knoxville
 - Texas A&M University
 - University of Toronto
 - Tulane University
 - University of Utah
 - University of Virginia
 - Virginia Tech (VPI&SU)
 - Washington State University
 - York University
- Officers (including chairs of committees of the larger organization) of professional associations in which the applicant is active
- American Library Association (ALA)
www.ala.org/
ALA divisions
 - Association for Library Collections & Technical Services (ALCTS)
www.ala.org/alcts/
 - Association of College & Research Libraries (ACRL)
www.ala.org/acrl/
 - Library Administration and Management Association (LAMA)
www.ala.org/lama
 - Library and Information Technology Association (LITA)
www.lita.org/
 - American Association of Law Libraries (AALL)
www.aallnet.org/index.asp
 - American Society for Information Science and Technology (ASIST)
www.asis.org/
 - Art Libraries Society of North America (ARLIS/NA)
www.arlisna.org/
 - Association for Jewish Libraries (AJL)
<http://www.jewishlibraries.org/ajlweb/>
 - Association of Research Libraries (ARL)
www.arl.org/
 - International Federation of Library Associations and Institutions (IFLA)
www.ifla.org/
 - Maryland Library Association
www.mdlib.org/
 - Medical Library Association (MLA)
www.mlahq.org/
 - Mid-Atlantic Regional Archives Conference (MARAC)
www.lib.umd.edu/MARAC
 - Music Library Association (MLA)
www.musiclibraryassoc.org/
 - OnLine Audiovisual Catalogers, Inc. (OLAC)
<http://ublib.buffalo.edu/libraries/units/cts/olac/>
 - Special Libraries Association (SLA)
www.sla.org
 - Society of American Archivists
www.archivists.org/

Appendix I-5: Sample Copies of Letters Used to Solicit Evaluations

Sample E-Mail Sent to External Evaluator

Dear:

My colleague, Marvin Martian, has applied for promotion to Librarian III and for permanent status at the University of Maryland Libraries. Librarians at the University of Maryland hold faculty status and, at this time, it is mandatory that Mr. Martian seek promotion to Librarian III with the conferring of permanent status. The Internal Review Committee (IRC) for Mr. Martian has identified you as someone who can provide an unbiased evaluation of his qualifications and accomplishments.

Appointment or promotion to Librarian III normally requires a minimum of six years of professional experience, three of which must be at a level comparable to the rank of Librarian II. Librarians at this rank shall have a high level of competence in performing professional duties requiring specialized knowledge or experience. They shall have served the Libraries, the campus, or the community in some significant way; shown evidence of creative or scholarly contribution; and been involved in mentoring and providing developmental opportunities for their colleagues. They shall have shown promise of continued productivity in librarianship, service, and scholarship and/or creativity. This rank is parallel to Associate Professor.

The IRC is not looking for a letter of reference, but is instead asking for your assessment of his suitability for promotion and conferring of permanent status based upon our criteria for promotion/permanent status. Letters of evaluation are among the most important documents gathered to support promotion/permanent status. We would ask you to consider his qualifications and accomplishments in librarianship, service, and scholarship and/or creativity. Although the degree of importance given to any one of the criteria may vary from applicant to applicant, and sometimes significantly, at the University of Maryland Libraries librarianship is considered the foremost among the three.

You may examine the full text of the "University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty" at <http://www.president.umd.edu/policies/ii-100B.html> and the "University of Maryland Guidelines for Appointment, Promotion, and Permanent Status of Library Faculty" at http://www.lib.umd.edu/groups/la/APPSC/APPSC_guidelines.pdf.

Please let me know at your earliest convenience whether you are willing to serve as an evaluator of Mr. Martian's dossier and personal statement. If you have any questions about this process, I would be happy to call you to discuss it. If you are willing to be an evaluator, the committee will mail you the materials for review by **[insert date]**. The committee would need to have your letter of evaluation by **[insert date]**. If your mailing address and phone number below are not correct, please advise accordingly.

[Insert mailing address and phone number]

Thank you for your consideration of this request,

Sincerely,

Sample Letter Sent to External Evaluator

Phone number

Fax number

E-mail address

Dear:

Thank you for agreeing to provide an evaluation of X, who has applied for permanent status and promotion to the rank of Librarian *** this academic year. X's Internal Review Committee (IRC) would very much appreciate your evaluative comments about his/her professional performance.

University policy mandates that X's IRC seek evaluations from professionals who are qualified to judge an applicant's career development (librarianship), service, research, scholarly qualities, and contributions to the discipline. The IRC is not requesting a letter of reference, but instead is asking for your appraisal of the following, based upon our criteria:

- whether s/he would be ranked among the most capable and promising librarians in his/her area
- his/her potential for further growth and achievement
- his/her service beyond the Libraries and campus
- his/her research abilities and accomplishments, including papers given at professional meetings
- the quality of his/her examples of scholarship and/or creativity, his/her reputation or standing in the field

It would also be helpful in our deliberations if you could rank his/her contributions in comparison with others you have known at the same stage of professional development. Enclosed you will find a copy of his/her curriculum vitae and personal statement as well as our criteria for permanent status at the rank of Librarian III. Please use the UM Libraries' criteria in evaluating X.

Responsibilities of the Libraries' faculty include combinations of activities such as public or technical service, collection development, instruction, committee assignments, research, and departmental functions. You can locate the *University of Maryland on Appointment, Promotion, and Permanent Status of Library Faculty* at <http://www.president.umd.edu/policies/ii-100B.html> and the *University of Maryland Guidelines for Appointment, Promotion, and Permanent Status of Library Faculty* at http://www.lib.umd.edu/groups/la/APPSC/APPSC_guidelines.doc.

As an established professional, we are asking you to judge the progress of the candidate's career progression. In addition to mastering his or her professional position and meeting the requirements for service, every library faculty member must engage in research and scholarly activity appropriate to his or her own area of interest and specialization. According to our criteria, scholarly and creative accomplishments may include, but are not limited to, the following:

- books, monographs, critical editions, refereed articles, or chapters in books
- developing standards or policies accepted by the library community
- editorships, editorial boards, or reviewing activities
- exhibitions, films, videos
- fellowships, prizes, or awards
- guides to the literature that are exceptional and are used by other universities (beyond the use of College Park).
- operations research that has impact on improving library operations or services
- original designs, plans, inventions, or patents
- papers presented to scholarly or professional meetings
- papers published in conference proceedings
- published finding aids, collection guides
- reference works such as bibliographies or catalogs
- reports of contracted or grant-supported research projects
- reviews in publications

- software, Web pages, manuals, notes or online tutorials that have a wide use of applications.

As a final part of this request, I would appreciate your enclosing, with your letter of evaluation, a copy of your most recent curriculum vitae or a brief biographical statement to assist the committee in writing a brief description of the accomplishments of the evaluators outside the University of Maryland who provide evaluations for applicants.

I am aware of the imposition that this inquiry makes; however, I assure you that guidance from individuals like yourself is vital to our decision-making process. An early reply would be most appreciated, as we hope to have all letters in the file by **[Insert date]**. You may e-mail or fax your response to the address or number above. Your letter will be made available on a confidential basis to the eligible library faculty who will vote on X and to the following University of Maryland administrators: the Dean of Libraries, the Provost, and the President of the University.

Thank you for your assistance in this important matter.

Sincerely yours,

Mary Smith for the IRC

Sample Letter Sent to Internal Evaluator:

Dear :

Our colleague, X, has applied for permanent status at the rank of Librarian IV at the University of Maryland Libraries. Since you have worked closely with X, particularly during your term of service on the Library Executive Council, we on the Internal Review Committee solicit your unbiased evaluation of her qualifications and accomplishments. We seek your input to our review in accordance with the *University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty* approved by the Library Faculty.

Permanent status decisions are based on the applicant's entire career. The applicant's record must demonstrate consistency of job performance, continuing development, significance of contributions, and potential for continued excellence and professional growth. At the rank of Librarian IV, applicants must show evidence of "superior performance at the highest levels of specialized work and professional responsibility" and "valuable service and significant creative or scholarly contribution." The applicant's achievement "must include leadership roles and have resulted in the attainment of library, campus, state, regional, national or international recognition." The rank of Librarian IV is parallel to Professor.

The committee would appreciate your assessment of X's suitability for permanent status. Please consider her qualifications and accomplishments in (a) librarianship, (b) service, and (c) scholarship and/or creativity. It would be most helpful if you could address these three broad areas in separate paragraphs or sections. Compare her to others in the field at a similar stage in their careers, and describe the quality and impact of these activities from your knowledge of her committed service to the library profession beyond our institution, or to an academic discipline. Also describe the impact of her work within the University of Maryland Libraries. I have enclosed a copy of X's curriculum vitae and personal statement. You may examine the full text of the *University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty* on the Libraries' Web site: <http://www.president.umd.edu/policies/ii-100B.html>.

If you have any questions about our request, please contact me at your earliest convenience. Your evaluation will be available only to library faculty eligible to vote in this process. Letters of evaluation are among the most important documents gathered to support permanent status. The committee would like to have your response by **[insert date]**. Thank you very much for your assistance in this important matter.

Sincerely,

Mary Smith for the IRC

APPENDIX I-6: Sample Copies of Letters of Thanks to Evaluators

Sample Letter Sent to Evaluators of Candidates who Complete the Application Process

Dear:

On behalf of my library faculty colleagues and the Internal Review Committee for X, I would like to express our deep gratitude for the evaluation you provided for X, who applied for permanent status and/or promotion to Librarian III/IV in 200?-200?. We appreciate the significant expenditure of your time and effort. Such evaluations are among the most important documents gathered to support promotion and permanent status applications. They provide valuable insights about our colleagues that inform the decisions of the library faculty, the Dean of Libraries, the Provost and the President in the University of Maryland.

Very sincerely yours,

Sample Letter Sent to Evaluators of Candidates who Withdraw from the Application Process

Dear:

On behalf of my library faculty colleagues and the Internal Review Committee for X, I would like to express our deep gratitude for the evaluation you provided for X, who applied for permanent status and/or promotion to Librarian III/IV in 200?-200?. We appreciate the significant expenditure of your time and effort. Such evaluations are among the most important documents gathered to support promotion and permanent status applications. They provide valuable insights about our colleagues that inform the decisions of the library faculty, the Dean of Libraries, the Provost and the President in the University of Maryland.

X decided to withdraw from the process before the library faculty vote. As he/she has indicated that he/she intends to apply in 200?-200?, you may be contacted by another of my colleagues to provide an assessment of his/her suitability for permanent status and/or promotion. As X's withdrawal is confidential, the members of his/her 200?-200? Internal Review Committee will not have access to the evaluation you provided. Therefore, if you are contacted again, you would not have to compose a completely new assessment. However, it will be necessary for any evaluations included with X's 200?-200? dossier to carry a date consonant with the period of the review. I apologize for any inconvenience this may occasion but remain extremely grateful for your willingness to assist both X and his/her colleagues in this important matter.

Very sincerely yours,

APPSC APPENDICES

Appendix AP-1: Sample Letter Requesting Letter of Evaluation for Librarian III/Librarian IV

Dear:

Mr/Ms. X, currently INSERT TITLE at the University of INSERT NAME is being considered for possible appointment as a LIBRARIAN III WITH PERMANENT STATUS OR LIBRARIAN IV at the University of Maryland Libraries. Appointments at this rank are reserved for faculty who are leading authorities in their fields and who will add real strength to the University Libraries. Therefore, in making such appointments, the University always seeks the frank opinions of distinguished colleagues in the candidate's field. In this context, I am writing to ask if you would be willing to provide a confidential letter of evaluation for Mr/Ms. X. Of particular value would be your appraisal of:

- his/her research abilities and accomplishments, including papers given at professional meetings
- the quality of his/her examples of scholarship and/or creativity, his/her reputation or standing in the field
- his/her potential for further growth and achievement
- whether s/he would be ranked among the most capable and promising librarians in his/her area

It would also be helpful in our deliberations if you could rank his/her contributions in comparison with others you have known at the same stage of professional development. Enclosed you will find a copy of his/her curriculum vitae as well as our criteria for PERMANENT STATUS AS A LIBRARIAN III OR the rank of LIBRARIAN IV.

Responsibilities of the Libraries' faculty include combinations of activities such as public or technical service, collection development, instruction, committee assignments, research, and departmental functions. You can locate the *University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty* at <http://www.president.umd.edu/policies/ii-100B.html> and the *University of Maryland Guidelines for Appointment, Promotion, and Permanent Status of Library Faculty* at http://www.lib.umd.edu/groups/la/APPSC/APPSC_guidelines.doc.

Although the criterion of "Librarianship" will be the most important in the evaluation process, every library faculty member must engage in research and scholarly activity appropriate to his or her own area of interest and specialization. According to our criteria, scholarly and creative accomplishments may include, but are not limited to, the following:

- books, monographs, critical editions, refereed articles, or chapters in books
- developing standards or policies accepted by the library community
- editorships, editorial boards, or reviewing activities
- exhibitions, films, videos
- fellowships, prizes, or awards
- guides to the literature
- operations research that has impact on improving library operations or services
- original designs, plans, inventions, or patents
- papers presented to scholarly or professional meetings
- papers published in conference proceedings
- published finding aids, collection guides
- reference works such as bibliographies or catalogs
- reports of contracted or grant-supported research projects
- reviews in publications
- software, Web pages, manuals, notes or online tutorials

To be considered as evidence of research, scholarship, or creativity, publications or activities must have value and utility beyond the University of Maryland, College Park. Such contributions must demonstrate effort beyond what is required in the applicant's assigned responsibility

As a final part of this request, I would appreciate your enclosing, with your letter of evaluation, a copy of your most recent curriculum vitae or a brief biographical statement to assist the committee in writing a brief description of the accomplishments of the evaluators outside the University of Maryland who provide evaluations for applicants.

I am aware of the imposition that this inquiry makes; however, I assure you that guidance from individuals like yourself is vital to our decision-making process. An early reply would be most appreciated, as we hope to have all letters in the file by **[insert date]**. You may e-mail or fax your response to the address or number above. Your letter will be made available on a confidential basis to the eligible library faculty who will vote on Mr./Ms. X and to the following University of Maryland administrators: Dean of Libraries, Provost, and President.

Thank you for your assistance in this important matter.

Sincerely yours,

Appendix AP-2: Dossiers from Start to Finish: Information for APPSC Members

I. For Librarians applying for promotion to Librarian II

- A. Chair receives the following documents from applicant
 - Promotion/Permanent Status Transmittal form (original, e-copy)
 - Curriculum Vitae, signed & dated (original, e-copy)
 - Appraisal of reputation of publication/creative, signed & dated (original, e-copy)
 - Personal statement, signed & dated (original, e-copy)
 - Names, contact information, & credentials, signed & dated (original, e-copy)
 - List of publications or other relevant information submitted to APPSC (original, e-copy)
 - Other publications or relevant information (1 copy)
- B. APPSC will write a Summary Statement of Professional Achievement that will be forwarded to applicant for review and signature. APPSC will also solicit letters of evaluation and upon receipt, will write an evaluative report. These materials will be assembled in a folder with the documents submitted by the applicant. The dossier will be forwarded to the Dean of Libraries.
- C. When the copy of the Dean's letter notifying the applicant is received, file the letter with the originals of all documents related to the application.
- D. Contact successful faculty members and ask permission to make Personal Statements and CVs available for future review.
- E. After receiving permission from selected successful Librarian IIs, APPSC will send these materials to the Maryland Room to be made available to library faculty.
- F. Return faculty members' copies of publications, etc.
- G. Shred remaining materials and delete any electronic copies of files..

II. For Librarians II applying for III (and Librarians III applying for IV) positions and/or Permanent Status

- A. **APPSC Chair receives the following documents from each applicant.** Applicants should submit the originals in a folder and assemble a set of copies in plastic sleeves in a three ring binder. [APPSC will provide colored dividers, sleeves, and binders to applicants] Applicants should not use staples or clips. All copies should include the colored dividers inserted in the proper locations.
 - Promotion/Permanent Status Transmittal Form (original, 1 copy, e-copy)
 - Curriculum Vitae, signed & dated (original, 1 copy, e-copy)
 - An appraisal of the reputation of publication/creative outlets, signed & dated (original, 1 copy, e-copy)
 - Personal statement, signed & dated (original, 1 copy, e-copy)
 - Names, contact information, and credentials for suggested evaluators, signed & dated. Credentials are not necessary for the applicant's immediate supervisor and division director. At least three of the external evaluators must be from outside the University of Maryland. (original, 1 copy & e-copy)
 - A list of publications, other forms of scholarship and creative activity, and other relevant information submitted to APPSC (original, 1 copy & e-copy). The list of publications must conform to the *Chicago Manual of Style* (15th edition) citation format.

- Two publications or other forms of scholarship and/or creativity to be forwarded with the complete dossier. (2 copies)
 - Other publications or relevant information (e.g., reviews of scholarly work, grant proposals, notification of awards) (1 copy)
- B. **APPSC Chair or Liaison retains original set of documents.** This set will eventually be numbered, copied and forwarded to Faculty Affairs and will contain the original versions of the documents listed above, with the exception of the other publications or relevant information.
- The Binder** will contain copies of the documents listed above. This binder will be kept by the Applicant's IRC. Ultimately, when other documentation is included, it will be made available to eligible library faculty in a secure location in McKeldin.
- C. **Members of an applicant's IRC** will complete or solicit the following documents and submit the original copies to APPSC.
- Summary Statement of Professional Achievements signed by the applicant (and including any supplementary or revised text supplied by the applicant)
 - Evaluative Report
 - Revised version of applicant's appraisal of the reputation of publication/creative outlets (or a signed and dated statement accepting the applicant's document)
 - Log of Letters from Evaluators
 - Names, contact information, and credentials for all evaluators, both those chosen by the IRC and from the applicant's list.
 - Sample letter requesting evaluation
 - Letters of evaluation
- D. **The APPSC Chair or Liaison** will make one copy of these documents and any additional documents that will be inserted into the proper place in the two binder. The originals will be filed in the folder with the originals submitted by the applicant. APPSC will add a copy of the relevant criteria to the dossier prior to making it available for review by the eligible faculty.
- E. **APPSC will scan one copy of the final dossier and make the completed binder available to the eligible faculty to review.** The binder/electronic copy should be available for consultation at least three weeks before the votes on the applicants.

Appendix AP- 3: FACULTY VOTE & DISCUSSION - BEST PRACTICES

- All faculty members present are responsible for maintaining the integrity of the discussion, as elaborated below.
- It is the responsibility of the faculty member who believes that a substantive or procedural violation has occurred in a meeting to object **at that time** and ask for a resolution of the problem.
- No faculty member should bring up unsubstantiated comments or “hearsay.”
- Personal feelings do not belong in the discussion.
- Comments should address specific criteria with cited examples of why the candidate does or does not measure up to the criteria.
- Comments should be made in the context of overall job responsibility.
- Comments only should address the candidate’s librarianship, service, or scholarship.
- Colleagues should provide concrete examples of the impact of the candidate’s librarianship, scholarship, and service. Comments should answer the question so what? Why is the example relevant to the promotion and permanent status criteria?
- Faculty members are responsible for asking clarifying questions of speakers.
- If a faculty member feels s/he is not ready to vote, it is the faculty member’s responsibility to request more time for discussion.

The faculty must maintain **absolute confidentiality** in their consideration of the cases. All faculty members need to take extreme care when discussing the vote and the discussion. **No faculty member who was not present at the vote should know any detail of what was discussed, nor the outcome of the vote itself.**

Appendix AP- 4: APPSC Report SAMPLE

REPORT AND RECOMMENDATION OF THE LIBRARY FACULTY ON THE APPLICATION FOR PERMANENT STATUS OF MARIAN BIBLIOTEC

January xx, 200x
Meeting of the Eligible UM Library Faculty

Present:

- Appointment, Promotion and Permanent Status Committee (APPSC): Name 1 (Chair), member 2 name, member 3 name (recording), member 4 name
- Dean: Name
- Eligible Faculty Casting Ballots: [list of all eligible faculty present for the vote]

Internal Review Committee (IRC) Report:

The IRC read the entire evaluative report to the faculty. The IRC recommended Ms. Bibliotec for promotion to Librarian III and permanent status.

Comments from Library Faculty

Comments from Library Faculty

Librarianship

- Ms. Bibliotec's work with the College of Education was noted as not only providing a needed service to the College, which has many varied and hard to meet needs, but also built relationships which have been of benefit to the Libraries. Her work on "Working Paper #5" was noted as being significant to the final outcome. She shaped the final outcome, providing key wording.
- Mentoring was mentioned by several as a strength. She mentors colleagues, graduate assistants and students she teaches.
- A faculty member noted her guides are well written, used by students and appear in campus syllabi.
- Colleagues in Public Services commented she is a strong colleague who does more than her share. She provides leadership in every circumstance she finds herself. She provides quality reference and instruction service, often introducing innovative techniques or concepts subsequently adopted by others.
- No further comments.

Service

- A colleague said her work on the Information Literacy Team was of tremendous value. Her insights helped shape the program offered by the Libraries.
- Another colleague mentioned the honor of being asked to serve on the selection committee for the Chair of the Dept. of Curriculum and Instruction. That Ms. Bibliotec is widely held in high regard in the Education Dept. is evidenced by this rare invitation to a library faculty member to be on a search committee from another college.
- An officer of Library Assembly noted her contributions to the Nominations, Elections & Voting Procedures Committee on which she serves. It is important to be timely and accurate, both qualities she possesses. She also provided a creative solution to help the committee find a way through an irregularity which unavoidably occurred.
- No further comments.

Scholarship and/or creativity

- Questions arose as to whether Ms. Bibliotec had a sufficient scholarly record.

- It was pointed out M. Bibliotec's publications have made a difference. Librarians from other institutions are mentioning them in presentations. Two external evaluators judged her contributions important.
- At a professional presentation attended by a colleague in Public Services, her presentation was so focused and information rich everyone was interested and had questions.

There were uniformly supportive comments about all aspects of the dossier from those who work with her. These remarks came from faculty in several divisions.

Vote of the Eligible Faculty

The vote of the eligible faculty for Ms. Bibliotec was as follows: 40 in favor of permanent status; 0 negative votes.

Based on the unanimous positive vote, the library faculty recommends permanent status for Marian Bibliotec.

Respectfully submitted by APPSC member name on behalf of the Appointment, Promotion and Permanent Status Committee, University of Maryland Libraries

APPSC member, Recorder

Date

Appendix AP- 5: APPSC Annual Activities

Month	Activity
June	<ul style="list-style-type: none"> • Transition meeting – old/new committee members • Add new members to APPSC reflector and provide LAN access, remove old members from reflector/LAN (except past chair) • Schedule meeting (no later than July 6th) to review Dossiers • Determine candidate IRCs and APPSC contacts • Schedule IRC Orientations (mid-July) • Confirm receipt of dossiers (as received) • Finalize <i>Guideline</i> revisions • Send reminder of May 1st deadline for non-mandatory applicants to submit notification of intent to apply for promotion (library-faculty reflector) • Contact successful candidates and ask permission for dossier materials to be made available in Hornbake. Transmit materials to Hornbake (contact Beth Alvarez). • Review all draft promotion letters provided by Human Resources and forward to Associate Provost for Faculty Affairs to confirm mandatory review dates
July	<ul style="list-style-type: none"> • Review dossiers for completeness, notify candidates • Post updated “Important Dates” calendar on website for new FY • Post updated <i>Guidelines</i> (as applicable) and send notification of changes/revisions to library-staff reflector • Send notification of candidates/IRCs to library-staff reflector • Send notification of deadline for dossiers for non-mandatory candidates for following cycle. • Remind eligible faculty of vote dates and ask them to let you know now if they will not attend • Add voting days to Oracle calendars of eligible faculty and notify eligible faculty • Hold IRC orientations (2nd/3rd week) and distribute dossiers • Schedule new candidate/PRC orientations (August)
August	<ul style="list-style-type: none"> • Hold new candidate/PRC orientations • Receive/approve lists of suggested evaluators from IRCs • Contact Public Services Office to reserve McK carrel 7245 for APPSC • Contact LA Chair to confirm scheduling of reception for promoted faculty after first LA meeting of the Fall • Attend campus New Faculty Orientation (as applicable) and provide APPSC overview
September	<ul style="list-style-type: none"> • Receive/approve summary statements from IRCs, distribute to candidates • Hold reception after first Library Assembly Meeting (September or October) in honor of faculty receiving promotions/permanent status during the year

Month	Activity
October	
November	<ul style="list-style-type: none"> • Hold meeting of eligible faculty to prepare for January/February vote
December	<ul style="list-style-type: none"> • Receive dossiers from IRCs – review for completeness • Update “External Evaluator” listing with information from dossier letter logs • Update list of eligible faculty – prepare signature sheets for dossiers/ • Prepare electronic version of dossiers for placement on the LAN • Deliver dossiers to McKeldin Carrel 7245 and make LAN copy available. Send announcement when dossiers in place. Periodically check for signatures for dossiers throughout the month. • Reserve microphones for vote meeting (contact Nonprint Media) • Reserve laptop for vote meeting (contact ITD) • APPSC plan roles/responsibilities for voting days
January	<ul style="list-style-type: none"> • One week before voting – send reminder for dossier review deadline • At deadline, pull dossiers. Check signature sheets to determine quorum. Copy vote sign-in sheets and ballots. Collect any absentee ballots.
January/February	<ul style="list-style-type: none"> • Conduct vote. Liaisons prepare reports on discussion/vote and route to APPSC for approval
February	<ul style="list-style-type: none"> • 1st/2nd week – Prepare completed dossiers (insert APPSC report and number pages, replace dark dividers with lighter ones). Completed dossiers to Dean’s office for transmission to Academic Affairs. • Schedule dossier prep meeting for candidates and issue invite (April) • Schedule IRC debrief meeting and issue invite (March)
March	<ul style="list-style-type: none"> • Prepare dossier binders/folders for candidate meeting • Hold IRC debrief meeting • Begin review of APPSC Guidelines for needed revisions • Schedule vote dates for following year (based upon Dean’s schedule and 6137 availability) • Update and post transmittal form for next cycle
April	<ul style="list-style-type: none"> • Hold candidate meeting – distribute dossier materials
May	<ul style="list-style-type: none"> • Update “Important Dates” document • Draft list of potential IRC members • Review Guidelines and insert revisions/clarifications as needed. • Begin planning for transition of APPSC membership (as applicable)

Ongoing activities (as needed):

- Process Librarian I dossiers
 - Completed Librarian I dossiers (all copies) are submitted to Dean's office
- Attend candidate interviews and prepare/route proposed rankings
 - Review all draft appointment letters provided by Human Resources and forward to Associate Provost for Faculty Affairs to confirm promotion/mandatory dates
 - Process rank at appointment dossiers as needed
 - Update External Evaluator list for individuals contacted in rank at appointment proceedings.
- Update Mandatory Calendar (on LAN) to reflect new hires/resignations/promotions