



MEMORANDUM

TO: President Edward T. Foote II

FROM: George C. Alexandrakis *GCA*  
Chair, Faculty Senate

DATE: March 22, 1991

SUBJECT: Faculty Senate Legislation #89013 (B)-  
Bylaw on Librarian Faculty

The Faculty Senate, at its meeting of March 18, 1991, voted to approve Faculty Senate Legislation #89013 (B) - Bylaw on Librarian Faculty. The text of the legislation is attached.

This legislation is now forwarded to you for your action.

GCA/ca

Attachment

cc: Provost Luis Glaser  
Professor Frank Rodgers

*3/26/91*  
*George*  
*Down*  
*357*

CAPSULE:

Faculty Senate Legislation #89013 (B) -  
Bylaw on Librarian Faculty

RESPONSE BY THE PRESIDENT:

DATE: 3/26/91

APPROVED: Yes SJ

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: Provost

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPOSAL TO ESTABLISH LIBRARIAN FACULTY  
(Class B legislation)

[Additions to the current language are indicated in **boldface**. Deletions are indicated by *italics*.]

1.0  
DEFINITIONS

1.2

The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research, Educator, and Librarian Faculty.

1.6

✓ The Librarian Faculty shall consist of those members of the faculty who perform normal professional duties in the Libraries of the University, but are not required to undertake scholarly research. Regular Faculty in the Richter Library shall constitute a majority of that faculty.

[note: all subsequent paragraphs in Section 1 are to be renumbered]

1.8

The Regular Faculty are entitled to vote on all matters for which they are qualified by rank and tenure status.

The Research and Educator Faculty are entitled to vote on all matters for which they are qualified with the exception of appointment, reappointment, promotion, the award of tenure, evaluation of the Chair or Dean, and ratification of Amendments to the Faculty Charter.

✓ Librarian Faculty are entitled to vote on all matters for which they are qualified by rank and title with the exception of the reappointment, promotion, and award of tenure of the Regular Faculty, evaluation of the Chair or Dean, and ratification of Amendments to the Faculty Charter. X Nov  
210

The University Faculty of each school are the President, Provost, Dean of the School, and the University Faculty holding appointments in the school.

Members of the General Faculty may vote only once on a single question. Persons holding joint appointments must designate a school or department in which to exercise their voting rights on university matters. Persons holding appointive administrative positions may not vote on any matter which is subject to review or other action by their office. C2.7  
30

1.9  
Change of Type of Faculty Appointment

C3.3  
no change

1.9.1

✓ Any member of the Research, Educator, or Librarian faculty may initiate a request to be considered for appointment to the Regular Faculty of the University. The decision on that request must be made in accordance with the standards and procedures applicable to initial appointment to the Regular Faculty as set forth in the Faculty Charter and these Bylaws, including Sections 6 and 8. If the requested appointment to the Regular Faculty is made, but without an immediate grant of tenure, the period served as a member of the Research, Educator, or Librarian faculty may if requested by the faculty member and approved by the President, be credited toward the probationary period for Regular Faculty appointments as provided in Sections 3.6 and 3.6.1 of these Bylaws.

1.9.2.

✓ Members of the Regular Faculty of the University, during their probationary period as defined in Section 3.6 of these Bylaws, may initiate a request to be considered for appointment to the Research, Educator or Librarian Faculty. The decision on that request shall be made by the President upon recommendation of the Regular Faculty of the department and the Dean of the School.

C3.3 (b)  
no change

3.0  
APPOINTMENTS

3.2.3

Appointments not Involving Tenure

✓ Faculty members holding Research, Educator, Librarian or Associated appointments shall not be eligible for tenure.

442  
no change

3.3

Term Appointments

C4.2

✓ Term appointments are issued for a defined period of time specified in the letter of appointment. Appointment to the Associated Faculty is automatically terminated at the conclusion of the period specified in the letter of the appointment. Research, Educator, and Librarian Faculty have term appointments. Regular faculty with probationary appointments are not considered to have term appointments.

3.3.1

✓ Librarian Faculty shall be awarded annual contracts for the first six years of service, after which Librarian Faculty shall be awarded five-year term appointments.

✓ Promotion to the rank of Librarian Professor awards a five-year appointment at the time of promotion. A faculty member initially appointed to the rank of Librarian Associate Professor or Librarian Professor is eligible for a five-year term appointment at any time upon recommendation of the voting faculty of the department.

3.4

✓ Notice of Termination for Research, Educator  
and Librarian Faculty

Research Faculty members are entitled to one month's notice with pay for each year of full-time continuous service as a Research Faculty member at the University up to a maximum of twelve months for twelve or more years of service. The Research Faculty member will be expected to perform normal faculty duties during the notice period and such pay will cease upon the availability of other grant support at the University or initiation of employment elsewhere. Notice so used may be re-earned at the rate of one month per year up to the maximum of twelve months.

✓ An Educator or Librarian appointment to the faculty may be terminated at the close of any academic year by written notice, either by the University of intention not to appoint or by the faculty member not to return. A decision not to reappoint needs no justification. Such written notice by the University shall be given in accordance with the following standards:

1. Not later than March 1st of the first academic year of service, if the appointment is to expire at the end of that year.
2. Not later than December 15 of the second year of academic service, if the appointment is to expire at the end of that year.
3. After two or more years of service, at least twelve months before the expiration of an appointment.

Notice of termination by a faculty member shall be given either six months prior to the termination of the appointment or by the time specified for the return of salary memoranda for the following year.

✓ Faculty who change from a regular appointment to a Research, Educator, or Librarian appointment shall receive one year's notice after two years' service in the regular appointment.

3.5

Terms in Writing

✓ All appointments shall specify, in writing, whether they are Regular, Research, Educator, Librarian or Associated appointments and, in the case of untenured Regular Faculty, the expiration of the probationary period. All appointments shall specify rank, salary, and full or part time status.

4.0

TENURE

4.2

Attainment of Tenure

4.2.1

✓ Tenure shall not be awarded to faculty members serving under any type of Research, Educator, Librarian or Associated appointment. Regular appointments that

are not accompanied by an initial award of tenure shall specify the expiration date of the probationary period.

## 6.0

### SCHOLARLY AND PROFESSIONAL QUALIFICATIONS OF THE FACULTY

## 6.2

### Scholarship

Scholarship embraces inquiry, research, and creative professional performance and activity. Scholarship is required for effective teaching and is the obligation of all members of the faculty. Scholarship may be judged by the character of the advanced degree, by contributions to knowledge in the form of publication and instruction, by reputation among other scholars and professional persons, and by the performance of students.

✓ The scholarly function of a university requires the appointment of faculty members devoted to inquiry and research. Among the criteria for evaluating research are publication of books by nationally recognized presses, and of articles and reviews of a scholarly nature in books, periodicals, *and* technical reports **and other forms of publication** nationally recognized in the profession; the directing of scholarly work by students working on advanced degrees; the receipt of professional awards and fellowships; membership on boards and commissions devoted to inquiry; and the judgement of professional colleagues.

Scholarship may be demonstrated by significant achievement in an art related to a faculty member's discipline, such as creative works, original designs, or original procedure. National recognition of such activities is demonstrated: by commissions, awards and prizes from nationally recognized bodies; by performances with nationally recognized companies; by invited presentations, exhibitions, lectures and performances before nationally recognized bodies; by invitations to teach master classes or lead intensive workshops at nationally recognized institutions; and by reviews of performance and creative works in nationally recognized journals, magazines and newspapers.

Promotion, tenure, and merit salary increases should recognize these scholarly achievements. Whenever possible, Chairs shall reduce other duties for those faculty engaged in these activities.

## 6.4

### Service in the Libraries

✓ Service responsibilities for the faculty in the libraries include: reference and research assistance to the University community; selection, acquisition and evaluation of library resources; bibliographic control of library materials; providing instruction in the use of the library and its resources; and management of library services.

[note: all subsequent paragraphs in Section 6 are to be renumbered]

7.0  
DEFINITIONS FOR PROCEDURES FOR THE APPOINTMENT, REAPPOINTMENT,  
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✓ The term appropriate faculty means the Regular Faculty of the department in which the appointment is made. The appropriate faculty in the Richter Library includes the Regular Faculty and the Librarian Faculty.

7.2.4

✓ The voting faculty for appointment is the Regular Faculty of the Department or School, except in the Richter Library. The voting faculty for tenure are those tenured faculty equal or superior in rank to the candidate and for promotion those tenured faculty superior in rank to the candidate. In the Richter Library, the voting faculty for the reappointment and promotion of Librarian Faculty are those Regular and Librarian Faculty superior in rank to the candidate. In the Richter Library, both Regular and Librarian Faculty may vote on the initial appointment of a faculty member.

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✓ The entire Regular Faculty of a department, are entitled to vote on each new appointment. In periods of recess, in summer sessions, and in departments with thirty-five or more members a committee of at least five members of the voting faculty shall be appointed, at the discretion of the Chair and in accordance with departmental bylaws, to vote on the candidate.

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✓ All faculty members in the Richter Library are entitled to vote on each new appointment within their school.

9.0

REVIEW OF THE FACULTY FOR REAPPOINTMENT,  
PROMOTION AND THE AWARD OF TENURE

9.3

Types of Review

The Regular Faculty of each school and department undertakes two types of review of the performance of its members:

Annual Reviews of each individual's accomplishments for the purposes of salary increases; and

Special Reviews for the purposes of reappointment, promotion, and the award of tenure.

✓ The Research, Educator, Librarian, and Associated Faculty of each school are subject to Annual Reviews and Special Reviews for the purposes of reappointment and promotion. Such reviews shall be undertaken by the Regular Faculty. In the Richter Library, Regular and Librarian Faculty shall undertake the reviews of the Librarian Faculty in the Richter Library.

9.6

Special Reviews

✓ A more complete review is required: 1) in the year prior to reappointment of a faculty member holding a tenure earning appointment; 2) when promotion to associate professor or professor is to be considered; 3) in the last year prior to the award of tenure; and 4) in the next to last year prior to the initial award or reappointment of a five-year term appointment to Librarian Faculty. Each Special Review shall be conducted as follows:

9.6.2

Evaluation of service in the Libraries

✓ The file of each candidate in the Libraries for reappointment, promotion, tenure, or the award of a five-year term appointment shall contain an assessment of service in the Libraries.

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## 3.0 APPOINTMENTS

### 3.2.3

#### Appointments not Involving Tenure

Faculty members holding Research, Educator, **Librarian** or Associated appointments shall not be eligible for tenure.

## 3.3 Term Appointments

Term appointments are issued for a defined period of time specified in the letter of appointment. Appointment to the Associated Faculty is automatically terminated at the conclusion of the period specified in the letter of the appointment. Research, Educator, and **Librarian** Faculty have term appointments. Regular faculty with probationary appointments are not considered to have term appointments.

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9.6.2  
Evaluation of service in the Libraries

The file of each candidate in the Libraries for reappointment, promotion, tenure, or the award of a five-year term appointment shall contain an assessment of service in the Libraries.

[note: all subsequent paragraphs in Section 9 are to be renumbered]



**FILE COPY**



MEMORANDUM

TO: Provost Luis Glaser

FROM: George C. Alexandrakis *GCA*  
Chairman, Faculty Senate

DATE: January 30, 1991

SUBJECT: Proposed Librarian Faculty ByLaws

Attached for your information is a copy of the proposed Librarian Faculty Bylaws which were approved by the Senate Council on November 12 and will be presented to the Senate on February 25 for a first reading.

GCA/b

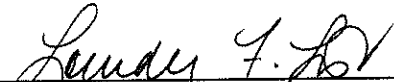
Attachment

**CERTIFIED EXTRACT OF MINUTES**

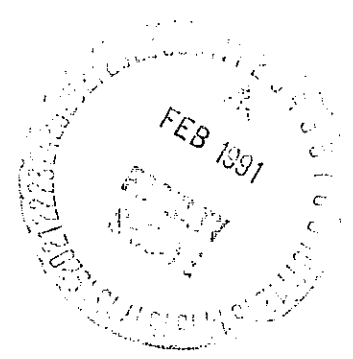
I, the undersigned, Secretary of the **UNIVERSITY OF MIAMI**, a not-for-profit corporation duly organized and existing under the laws of the State of Florida, hereby **CERTIFY** that the following is a true and correct copy of a certain resolution passed by the Executive Committee of the Board of Trustees of the said corporation, in accordance with the Bylaws at and recorded in the minutes of a meeting of the said Executive Committee duly held on February 19, 1991, and not subsequently rescinded or modified:

**ACTION:** Upon a motion duly made, seconded, and passed unanimously, the Executive Committee approved Faculty Senate Legislation #89013(A) creating a new category of university faculty whose primary responsibilities relate to the operation of the University Libraries. These faculty will be called "Librarian Faculty" and will hold non-tenure-earning appointments.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the said corporation this 9th day of October, 1995, at Coral Gables, Dade County, Florida.

  
\_\_\_\_\_  
Lourdes F. La Paz  
Secretary of the University

(Corporate Seal)



Edward T. Foote II  
President

M E M O R A N D U M

January 31, 1991

TO: George C. Alexandrakis  
FROM: Edward T. Foote II

Enclosed are the following recent Faculty Senate proposals with my decisions as shown:

1. Faculty Senate Legislation #89012(B) - Amended  
Deadline for Adding and Dropping Courses  
**Approved.**
2. Faculty Senate Legislation #89013(A)  
Establishment of Librarian Faculty Category  
**Approved** and forwarded to the Board of Trustees  
via its Academic Affairs Committee.
3. Faculty Senate Legislation #90002(B)  
Proposed Master of Arts in Liberal Studies Degree  
**Approved** and forwarded to the Board of Trustees  
via its Academic Affairs Committee.
4. Faculty Senate Legislation #90003(D)  
Resolution on Part-Time, Overtime Teaching Compensation  
**Not approved.**

ETF:LLS  
cc: Luis Glaser  
Enclosures

Proposed Name Change for the Department of Oncology

The proposed name change for the Department of Oncology was brought to the Senate for a first reading with the unanimous recommendation of the Senate Council. It was *moved* and seconded to approve the proposed name change of the Department of Oncology to the Department of Medical Oncology. The *motion carried*. It was *moved* and seconded to waive the second reading. The *motion carried*.

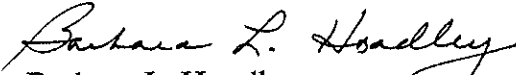
Report from Academic Standards Committee regarding  
Good Academic Standing, Probation and Dismissal

Professor Alexandrakis introduced the Academic Standards Committee recommendation that the Good Academic Standing, Probation, and Dismissal section of the Bulletin be amended to read as follows: "A student whose semester grade-point average (SGPA) or cumulative grade-point average (CGPA) is below 2.0 shall receive a warning. All students who ..." It was *moved* and seconded to include the following amendment: "Depending on the student's major, additional requirements may be imposed by the major for which the student is responsible." The *motion to amend carried*. It was *moved* and seconded to refer this matter back to the Committee for a revision incorporating the sense of the amendment. The *motion to refer failed*. The main motion as amended carried.

Faculty Senate Legislation #89013(B)  
Bylaws for Librarian Faculty (First Reading)

Professor Seiler reviewed each section of the proposed bylaw and presented the rationale for each. It was *moved* and seconded to return the bylaw to the Senate Council to make the appropriate changes in light of the discussion. The *motion carried*.

The meeting adjourned at 6:15 p.m.

  
Barbara L. Hoadley  
Secretary to the Faculty Senate





MEMORANDUM

TO: All Voting Faculty

FROM: George C. Alexandrakis *GCA*  
Chairman, Faculty Senate

DATE: November 15, 1990

SUBJECT: Faculty Senate Legislation #89013(A) -  
Establishment of Librarian Faculty

The Faculty Senate and the President have, at the recommendation of the Library Faculty, approved Legislation #89013(A) on the enclosed sheet for the establishment of Librarian Faculty. It is submitted for your approval in accordance with the requirement that the Faculty ratify all amendments to the **Charter** before they are presented to the Board of Trustees for their action.

The origin of this **Charter** change is associated with the fact that service is the main requirement for many members of the Library Faculty.

Please return this ballot to the Faculty Senate Office, Ashe 325, no later than December 14, 1990. Please call 284-3721 if you have any questions regarding this legislation. Thank you.

GCA/b

Dean Holden objected to the recommendations of the Academic Standards Committee. Professor Knoblock explained that the main issue was where the program should be housed. If the program was transferred to the College of Arts and Sciences then the name should also be changed. The second issue, Dr. Knoblock said, was that all academic programs have supervisory committees composed of the faculty who deal with the programs. The third issue was that the School Council was appointed instead of being elected. It was *moved* and seconded to accept the first recommendation. The *motion failed*. It was *moved* and seconded to accept the second recommendation. No vote was taken for the second motion. It was *moved* and seconded to defer the consideration of the third and fourth recommendations and to appoint a committee to draft new legislation for the School of Continuing Studies that defines the composition of its School Council and that in the interim current arrangements be permitted to continue. The *motion carried*.

#### Proposed Bylaw for Librarian Faculty Legislation

After discussion, it was *moved* and seconded to accept the proposal to establish a Librarian Faculty category with the exception of Section 6.2 which has to be re-written. The *motion carried*.

#### Matters from the Floor

It was *moved* and seconded that the Chair write a letter of appreciation to the students for their work sponsoring the celebrations of Earth Day. The *motion carried*.

Professor Alexandrakis introduced the request for a name change of the Department of Geological Sciences to the Department of Earth, Marine and Atmospheric Sciences. It was *moved* and seconded to include the request for a change of name in the next Senate agenda subject to approval by the Faculties of the College of Arts and Sciences and the School of Marine and Atmospheric Sciences. The *motion carried unanimously*.

The Provost summarized the Strategic plan as a conservative, transitional document. He explained that the Issues Committee and the sub-committees appointed will draft a different document defining how the University is expected to operate during the next decade.

When asked about the letters of intent sent to student athletes with low GPAs, the Provost assured the Council that the students were not going to be accepted to the University.

#### Meeting with the General Faculty

Professor Alexandrakis started the discussion of the procedures to follow for the meeting with the President and the Faculty on May 7th. After discussing the document that a sub-committee drafted to send to the Faculty before the May 2nd

UNIVERSITY OF MIAMI  
OTTO G. RICHTER LIBRARY  
SCHOOL BYLAWS  
OCTOBER 18, 1990

1. Articles 2.1 and 2.2 of the Faculty Charter of the University of Miami, as amended on April 16, 1990, provide as follows:

2.1 The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research, Educator, and Librarian Faculty.

The Librarian Faculty shall consist of those faculty serving in the libraries of the University who hold the rank of Librarian Professor, Librarian Associate Professor, or Librarian Assistant Professor and who perform normal professional duties in the libraries, but are not required to undertake scholarly research. Regular Faculty in the Richter Library shall constitute a majority of that faculty.

2. Library Faculty Council

2.1 The name of this body shall be the Library Faculty Council.

2.2 The Library Faculty Council consists of the Regular Faculty and Librarian Faculty of Richter Library.

2.3 The Council customarily meets once a month during the academic year and once during the summer. A quorum shall consist of one-half of the membership.

2.4 The Council is convened by the Director of Libraries.

2.5 The Council agenda is prepared by the Director of Libraries following consultation with the faculty.

2.6 The Council is presided over by the Director of Libraries.

2.7 In the absence of the Director of Libraries, the functions described above in 2.4, 2.5 and 2.6 are performed by his/her designate.

2.8 Minutes of Library Faculty Council

2.8.1 Minutes of Council meetings are taken by a recorder, who shall be a library staff member from outside the Council membership.

2.8.2 Copies of the minutes shall be distributed to all Council members before the next Council meeting.

- 2.9 Duties and responsibilities of the Council are those prescribed in the Faculty Charter articles 3.5, 4.1 and 4.2.
- 2.10 All Council members are entitled to vote on all matters except those which are the responsibility of Regular Faculty, as defined in the Faculty Charter article 2.2, as amended on April 30, 1990.
- 2.11 The current edition of Robert's Rules of Order Newly Revised will be the authority for parliamentary procedure governing all meetings of the Library Faculty Council.

### 3.0 Standing Committees

Standing Committees of the Library Faculty are appointed by the Director of Libraries following consultation with the faculty. The list of committees and their charges are contained in Appendix A of these Bylaws. Each committee shall tender reports to the Library Faculty Council as appropriate.

### 4.0 Search Committees

Search committees are constituted and function according to: the "Search Committee Description" contained in Appendix B of these Bylaws; and the "Search Committee Procedure Guidelines" contained in Appendix C of these Bylaws.

### 5.0 Tenure, Promotion, Retention

Tenure, promotion and retention of Librarian Faculty and Regular Faculty shall be governed by the "Guidelines" contained in Appendix D of these Bylaws.

### 6.0 Research Support Policy

Support for faculty research is provided according to the "Research Support Policy" contained in Appendix E of these Bylaws.

### 7.0 Amendment of Bylaws

These Bylaws may be amended at any meeting of the Library Faculty Council by a two-thirds majority of all members of the Council, provided that the motion to amend has already been approved at a previous meeting of the Council by a simple majority of those attending.

RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX A

LIBRARY STANDING COMMITTEES

Affirmative Action Committee. The Committee, consisting of five faculty and two A03 representatives, ensures that the Library's hiring and employment practices are in conformance with the University's affirmative action guidelines. A faculty member from the Committee serves on each library faculty search committee.

Editorial Board. The Board commissions library publications, edits them for format and content, and discusses changes with authors as needed. The Committee consists of the Orientation and Instruction Librarian (chair) and three faculty members who serve staggered three year terms.

Exhibits Committee. The Committee arranges the schedule for exhibits in both the breezeway cases and the second floor cases, and handles or coordinates layout of the material exhibited.

Personnel Reclassification Committee. The Committee reviews guidelines for the classification of library assistant positions, reviews job descriptions as often as needed, and considers requests for reclassification.

Travel Committee. The Committee reviews requests for support to attend professional meetings, seminars, etc. and, following established guidelines, recommends financial support from the available funds.

Approved by Library Council October 18, 1990

RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX B

SEARCH COMMITTEE DESCRIPTION

Purpose: To establish a consistency of method and procedure in selecting and interviewing candidates; to ensure that all appropriate members of the Library Faculty are included in the screening procedure.

Role: Within the framework of a general charge from the Director of Libraries, to secure nominations and applications, to design the recruitment procedure, compose advertisements, select advertising media, screen applications, recommend candidates for interview, design the interview process, conduct interviews, ensure that candidates meet key staff, solicit references, and finally, make recommendations to the Director of Libraries in accordance with procedures set forth in the Faculty Manual.

Appointment: To be ad hoc and appointed by the Director of Libraries for the recruitment of one position.

Composition: To be composed from as many different interest areas as possible (but members of the Search Committee should not deliberate as special interest or constituency representatives).

To comprise, at a minimum, the following members:

Assistant Director position:

Director, chair  
2 Department Heads from the Division  
1 Department Head from another Division  
1 Librarian from the Affirmative Action  
Committee

Department Head position:

Supervising Assistant Director, chair  
1 Department Head from the Division  
1 Librarian from the Division  
1 Librarian from another Division  
1 Librarian from the Affirmative Action  
Committee

Librarian position:

Supervising Department Head, chair  
2 Librarians from the Division  
1 Librarian from another Division  
1 Librarian from the Affirmative Action  
Committee

RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX B

Confidentiality: Deliberations and documents collected are to be considered confidential and should not be discussed outside the Search Committee.

Approved by Library Council December 5, 1989

RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX C

SEARCH COMMITTEE  
PROCEDURE GUIDELINES

I. Initiation of search.

- A. Director of Libraries appoints Search Committee.
- B. Chair writes job description.
- C. Search Committee reviews job description, writes job advertisement, and develops a timetable for the search.
  - 1. Administrative Services reviews advertisement for proper compliance with existing policies, regulations, and laws.
  - 2. Search Committee approves final draft of advertisement.
- D. Chair requests Director's Office to comply with affirmative action procedures.
- E. Search Committee makes recommendations for placement in such library or other professional publications as are appropriate to the position.
- F. Administrative Services places advertisement.
- G. Search Committee keeps Director advised throughout entire process.

II. Receipt of applications.

- A. Administrative Services acknowledges receipt and gives copies of all applications to Chair of Search Committee within one week.
- B. Search Committee screens all applications.
  - 1. Search Committee selects top candidates for further study.
  - 2. Search Committee makes reference checks by phone and/or in writing.
- C. Search Committee gives written recommendation of top candidates ranked in order of preference to Director of Libraries.

III. Interviewing.

- A. Conference interviews.
  - 1. Search Committee decides who will schedule and conduct preliminary interviews at conference.
  - 2. Designated interviewer(s) meets with Search Committee before attending conference.
    - a. Designated interviewer(s) receives a copy of the job description and a verbal description of what the Search Committee is looking for.
    - b. Upon return, interviewer(s) presents formal report of results to Search Committee.



RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX C

III. Interviewing (cont.)

B. On campus interviews.

1. Search Committee selects dates for interviews after consulting with appropriate library administrators.
2. Chair extends invitation(s) for interview(s) to candidate(s).
3. Search Committee arranges interview schedule.
  - a. Extent and people involved dependent upon position.
  - b. Schedule designates those involved in airport and hotel pickup and inclusion in meals, etc.:
    - (1) Avoid overscheduling.
    - (2) Schedule evening events only when necessary (or appropriate).
    - (3) Allow candidate free time for exploration of campus, browsing in stacks, etc.
4. Chair notifies Director's Office to arrange travel, accommodations, meals, staff coffee, etc.
5. Director's Office provides appropriate literature to candidate, preferably mailed before interview if time permits.

IV. Recommendation to Director.

A. Search Committee submits in writing its recommendation to Director of Libraries to:

1. Recommend a candidate.
2. Recommend extending the search.
3. Recommend reopening the search.

B. Director's decision.

1. Director approves recommendation of Search Committee to hire a candidate.
  - a. Director's Office or Administrative Services contacts candidate by phone within 48 hours to obtain verbal acceptance.
  - b. Administrative Services informs Chair of Search Committee of candidate's decision.
  - c. Administrative Services requests Director's Office to comply with affirmative action procedures.
  - d. Director sends formal written notice of candidate and obtains written acceptance.
  - e. Director's Office and Administrative Services continue contact with candidate and work out all details.
  - f. Chair may make additional contact with candidate.
  - g. Administrative Services must notify unsuccessful candidates within one week after position is filled.
2. Director does not approve recommendation of Search Committee.
  - a. Director instructs Search Committee to extend the search.
  - b. Director instructs Search Committee to reopen the search.

PROMOTION, TENURE, TERM CONTRACTS: GUIDELINES

2/90

"The basic functions of a university are to preserve, augment, criticize and transmit knowledge and to foster creative capacities. Its chief instrument for performing these functions is its faculty, and its success in doing so depends largely on the quality of its faculty." (Bylaw V.5.1. of the University of Miami Faculty Manual).

The university libraries provide a central element in the fulfillment of the university's role in preserving and transmitting knowledge. Areas which contribute to the educational and research mission of the university include reference service, collection development, bibliographic organization and control, and teaching. To be an effective instrument for faculty and students, the libraries must provide adequate resources which are effectively arranged and skillfully serviced. It is the function of the library faculty to organize the libraries' store of information and to provide the kinds of services which facilitate use of the libraries. The library faculty member is the catalyst whose manner and competence should insure maximum benefits to the university community.

Librarians are professionals trained in the philosophy and techniques of selecting, managing and utilizing information materials. In many indispensable and different ways they support and participate in instruction and research in the university's learning process. They also administer or manage a significant portion of the university's past and present informational resources.

It is necessary to stress the scholarly nature of certain activities of librarians which derive from and contribute to a body of knowledge concerned with information handling. Librarians--in particular university librarians--must be equipped to understand the whole process of information transfer in all its dimensions, from the creation of information to its final use, in all subjects, languages, physical and bibliographic forms, and other permutations of knowledge. The value of these activities to the academic enterprise cannot be overestimated.

TENURE The principle of tenure is an institutional commitment between the University and the librarian based upon commitment to academic freedom and acknowledged by providing permanent and continuous employment. Tenure is granted only to full-time faculty in the following ranks: professor, associate professor and, under extraordinary circumstances, assistant professor.

DOCUMENTS The Library faculty member is responsible for supplying evidence of accomplishment to support the granting of tenure or a continuing contract, and an application for promotion. Guidelines for suggested activities as well as documentation information appear in addenda to this document.

**Note:** Wherever this document and The Faculty Manual are in conflict, the latter shall govern.

RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX D

CRITERIA FOR TENURE

After an appropriate probationary period, as established by the Dean of Faculties, each candidate will be judged on the basis of effective performance (considered analogous to teaching in the context of library functions), scholarship as evidenced by research and publication, and service to the Library, the University, and the profession.

I. PERFORMANCE

When the librarian is fulfilling regularly assigned duties, this activity is regarded as performance. Performance of the Library faculty may include the following:

- A. Reference and research assistance to the University community.
- B. Coordination of collection development (i.e., the evaluation and selection of library materials).
- C. Management of bibliographic organization and control over the Library's collection (i.e., the acquisition, cataloging and classification of library materials).
- D. Conducting Library instruction programs, instruction of a practicum, teaching of a credit course (including directed readings), or serving on a master's, doctoral, or honors thesis committee.

II. RESEARCH, SCHOLARSHIP, CREATIVITY

The Library faculty member is expected to be involved in formal activities of research, scholarship, and creative achievement. Library faculty's accomplishment in these areas will be the result of the practical application of the principles of librarianship and of serving the needs of the University community. Evidence of significant research, scholarship, and creative achievement may be represented by the following examples:

- A. Publication of the results of scholarly research in books and/or professional and scholarly journals and accessible in print or electronic media.
- B. Presentation of research papers at professional conferences, conventions, seminars, workshops, meetings, etc.
- C. Publication of new or innovative approaches to problem solving in specific areas of librarianship which will enhance professional techniques and service.
- D. Editing professional publications.

III. SERVICE TO the LIBRARY, UNIVERSITY and the PROFESSION

RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX D

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- A. Active participation on Library faculty committees, on University Faculty Senate committees and on University Administrative committees.
- B. Service within the university that reflects an application of specialized knowledge or skill in librarianship to the institution's affairs.
- C. Committee assignments or serving as an officer in professional organizations; organizing and/or active participation in professional meetings, conferences, workshops, institutes, etc.

CRITERIA for PROMOTION

Appointment to or advancement in rank will be dependent upon the candidate's achievement of the qualifying criteria specified for each rank. Persons recommended for appointment to or advancement in rank shall possess an appropriate degree, i.e., a masters degree in library science from an American Library Association accredited library school or its foreign equivalent.

Promotion to the ranks of associate professor and professor shall be based on the faculty member's high level of performance, contributions in the areas of library activities, teaching, research and/or creative achievements, as well as involvement in professional organizations and University committees. Performance and achievement, rather than time in rank, should be the determining factors for promotion. Considerations for promotion should take into account differences in functions among Library departments; therefore, the relative weight applied to the criteria may vary, and should be judged accordingly. Promotion to any rank is a recognition of achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments.

Promotion to the level of associate professor or professor requires a record of successful fulfillment of criteria at the previous rank. Without discussing specific criteria for each rank, the following may be considered when recommendations are made for individual appointment and/or promotion.

1. Assistant Professor - initial appointment is normally at this rank and requires expectation of successful professional contributions to the Library.
2. Associate Professor - promotion to this rank requires evidence of substantial professional contributions to the Library and the University; substantial research; scholarship and creativity; and professional involvement.
3. Professor - promotion to this rank requires evidence of outstanding professional contributions to the Library and the University, evidence of significant research, significant professional

RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX D

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involvement and national recognition in the profession and the area of specialization.

CRITERIA for AWARDING a TERM CONTRACT to LIBRARIAN FACULTY

After the appropriate probationary period each candidate will be judged on the basis of effective performance, research scholarship and creativity and service to the University and community. Since the distinction between a tenure and a term appointment lies in the publication component of the expectations, significant publication will not be expected of faculty in positions that do not earn tenure.

I. PERFORMANCE

When the librarian is fulfilling regularly assigned duties, this activity is regarded as performance. Performance of the Librarian faculty may include the following:

- A. Reference and research assistance to the University community.
- B. Coordination of collection development (i.e., the evaluation and selection of library materials).
- C. Management of bibliographic organization and control over the Library's collection (i.e., the acquisition, cataloging and classification of library materials).
- D. Conducting Library instruction programs, instruction of a practicum, teaching of a credit course (including directed readings), or serving on a master's, doctoral, or honors thesis committee.

II. RESEARCH, SCHOLARSHIP, CREATIVITY

The Library faculty member is expected to be involved in formal activities of research, scholarship, and creative achievement. Library faculty's accomplishment in these areas will be the result of the practical application of the principles of librarianship and of serving the needs of the University community. Evidence of significant research, scholarship, and creative achievement may be represented by the following examples:

- A. Presentation of research papers at professional conferences, conventions, seminars, workshops, meetings, etc.
- B. Development of new or innovative approaches to problem solving in specific areas of librarianship which will enhance professional techniques and service.
- C. Editing professional publications.

RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX D

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- D. Preparation of significant internal and external reports involving research.
- E. Continuing education which may include work toward a second master's, Ph.D., certificate, or taking courses for one's own professional enrichment.

III. SERVICE TO the LIBRARY, UNIVERSITY and the PROFESSION

- A. Active participation on Library faculty committees, on University Faculty Senate committees and on University Administrative committees.
- B. Service within the university that reflects an application of specialized knowledge or skill in librarianship to the institution's affairs.
- C. Committee assignments or serving as an officer in professional organizations; organizing and/or active participation in professional meetings, conferences, workshops, institutes, etc.

GUIDELINES FOR PREPARING A CURRICULUM VITAE

Each candidate for promotion or tenure is responsible for the preparation of a curriculum vitae according to the guidelines established by the Library faculty. The submission of evidence of scholarship and performance by the candidate does not, however, guarantee the granting of tenure or promotion. It provides only the documentary support for candidacy.

The purpose of the curriculum vitae is to provide the evidence which will substantiate the candidate's performance, research, scholarship, creative accomplishment, professional development and service. Evidence should include materials which document the candidate's accomplishments.

A curriculum vitae prepared for a tenure and/or promotion decision should present an assessment of all appropriate professional activities. The following guidelines do not indicate limits, but suggest types of material that may be included as addenda to the standard University curriculum vitae form (see The Faculty Manual).

FORMAT OF CURRICULUM VITAE

1. Candidate's summary and personal biography.
2. Quality of performance as a librarian.
3. Quality of work in the discipline: research, scholarship, creative accomplishment or professional development.
4. Quality of service to the Library and the University beyond the department discipline.
5. Quality of service to the public.

EXAMPLES OF ITEMS TO BE INCLUDED

- A. Quality of performance as a librarian:
  1. Description of all professional positions held.
  2. Description of all operational plans, innovative efforts, or copies of procedural publications (e.g., handbooks, procedure manuals, etc.).
  3. Summaries of library instructional bibliographic activities supporting the Library's program.
  4. Evaluations by librarians assigned to the same department.
  5. Letters of recommendation by librarians assigned to different departments within the same institution.

RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX D

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6. Names of persons submitted to the Director of Libraries for the purpose of requesting letters of recommendation from members of the academic community or others outside the Library. The University Administration requires three letters of recommendation.

B. Quality of work in the discipline:

1. List of publications with, if possible, copies of the publications and subsequent reviews. The exact status of material in progress should be identified as "in press," "submitted," or "in progress."
2. Lists of research projects and creative activities which have not, or by their nature cannot, be published (e.g., exhibits, music or art works, in-house bibliographies, catalogues, indexes, etc.).
3. Copies of conference papers and lectures presented with the identity of the sponsoring agency and date given.
4. Summary of fellowships, grants, awards, honors, etc.
5. List of memberships and activities in professional organizations, including participation in workshops, symposia, meetings, committees, conferences, etc.
6. Copies of programs of conferences arranged or chaired, workshops presented, participation in panel discussions, etc., with identity of sponsoring organization and date.
7. Summary of professional consulting projects, including brief descriptions of the scope of each.
8. List of all formal and/or continuing education in addition to the Master of Library Science.

C. Quality of service to the Library and to the University beyond the department or discipline:

1. Summary of activities supporting non-library University programs.
2. Summary of service on Library committees.
3. Summary of service on University committees.
4. Summary of advisory activities to University of Miami student groups.



RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX D

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D. Quality of service to the public.

1. List of professionally related lectures, speeches, etc., to community groups.
2. Summary of public service (i.e., as reported through VERITAS, etc.).

A faculty member has access to her/his personnel file at all times and may disagree in writing with any non-confidential documents therein. The existence of every document entered in the file, whether solicited by the candidate or by others, shall be revealed to the faculty member.

The curriculum vitae of each candidate for promotion and/or tenure will be available to eligible faculty members for reviewing; therefore, all documents to be placed in a candidate's curriculum vitae should be presented to the Director of Libraries for inclusion by September 15. Faculty personnel files will be maintained in the Library Director's Office.

ADDENDUM 11

SERVICE TO LIBRARY, UNIVERSITY, PROFESSION, AND COMMUNITY

The Library faculty member should be encouraged to participate in activities relating to the library profession as well as community civic associations, societies, etc. Representative professional services related to the Library, University, and community may include, but are not limited to:

- A. Active participation on Library faculty committees, Library project task forces, etc.
- B. Report writing for committees and/or professional groups which does not involve original research.
- C. Presentations to classes, groups, organizations, etc., or participation in a specialized professional capacity in programs sponsored by student, faculty, or community groups.
- D. Membership and committee assignments in professional organizations, and/or active participation in professional meetings, conferences, workshops, institutes, etc.
- E. Service on local, state, national, or international commissions, advisory boards or agencies, public or private, utilizing professional expertise.
- F. Editing professional journals or other publications.
- G. Reviewing books in professional and scholarly journals and other news media.
- H. Service within the university that reflects an application of specialized knowledge or skill in librarianship to the institution's affairs.
- I. Service in University and community affairs which does not require the application of specialized knowledge or skill in librarianship.
- J. Membership and committee assignments in civic organizations, societies, etc., with active participation therein.

RICHTER LIBRARY FACULTY BYLAWS  
APPENDIX E

RESEARCH SUPPORT POLICY

Approved by Library Council, March 7, 1989

The Richter Library administration is committed to the encouragement and support of research undertaken by the Library Faculty in the pursuit of promotion, tenure, scholarly publication and professional advancement. Supervisors in all areas of the Library should recognize the importance of supporting this important aspect of faculty members' work. Because of the great diversity of research projects and of the demands that they may make for support, the support policy must of necessity be flexible. The Library will endeavor to provide the assistance most appropriate to the particular needs of each faculty member.

The first need is to identify those individuals engaged in or planning to undertake research projects, to ascertain the nature and duration of the projects, and the kind of support needed (e.g. time - how much and when; supplies and equipment; secretarial help; travel funds). The Library administration will distribute a questionnaire twice annually, in April and October, to facilitate effective advance planning of budgetary support and of work schedules that may be affected by the research projects.

Each Department Head will review proposals by faculty members under his/her supervision and will make necessary adjustments to the individuals' assignments and to departmental schedules in order to accommodate the needs of the individuals for research release time. When arrangements cannot be made within the resources of the Department concerned, the matter should be referred to the appropriate Assistant Director or, if necessary, to the Director.

While the need for release time may vary considerably, as a guiding rule, faculty members engaged in research projects may expect to be granted a minimum of four hours per week or its equivalent. Researchers whose projects require an extended absence from the Library should keep in mind the Library's scheduling needs as they plan their research.

Faculty who are granted release time should meet with their supervisor as often as needed to review the progress of the project. The Library's Research Committee will be available to offer advice on request.