

FAQs: Library Promotion Instructions for Non-Tenure Track Faculty (PINs):

One of the first and most important things you can do to prepare for an evaluation is to understand the procedures related to promotion. Read carefully the Promotion Instructions and understand your responsibilities – they are clearly set forth in the Instructions.

Library PINs govern promotion candidacies for Librarian of Practice II [Associate rank] and Librarian of Practice I [Professor rank]. Librarians of Practice III and IV are evaluated for promotion under the short form policy. Librarians have four ranks as opposed to the standard five for non-librarian faculty.

1. I've been at the Librarian of Practice II rank and want to be promoted. How should I approach it?

The first step is to review the Promotion Instructions carefully. They set forth all steps of the process.

Having a conversation with your Unit Director and/or senior colleagues about your desire to be promoted is recommended.

2. When can I be considered for promotion?

The Promotion Instructions provide that, if you have been in rank for six or more years and haven't been evaluated for at least four years, you may request consideration for promotion under "rank review." This means that you can self-initiate a promotion evaluation. Candidates are required to be notified when eligible for rank-review.

Unit directors, in consultation with faculty members of the unit, may initiate a promotion consideration at any time. The Vice President for Information Services and University Librarian, the Executive Vice President for Academic Affairs or a unit's personnel committee may also request a unit to evaluate an individual for promotion.

3. Will I receive notice that I'm to be evaluated?

The Unit Director is responsible for providing notice to each candidate being considered for promotion at least 30-days prior to the date the consideration will take place and the candidate is required to respond within that 30-day period. In addition, a candidate eligible for "rank review" will be notified of eligibility and required to respond within the 30-day period.

4. What is a promotion packet?

A candidate's promotion packet consists of a completed NTT-1-L Form and other forms required and appropriate to the consideration (as set forth in the Promotion

Instructions), confidential letters (if any), the candidate's current appointment letter, a copy of the criteria posted by the department and/or unit, the candidate's c.v., a personal statement and supplementary materials that correspond to the items listed on Form NTT-1-L.

The candidate is responsible for making certain that an accurate and complete Form NTT 1-L is presented — ensuring that librarianship and service activities are fully presented.

5. Am I required to submit a personal statement?

The Library Instructions require submission of a personal statement. These statements are the one place in the packet where you can provide a narrative that describes your work and accomplishments. It allows you to put the pieces together for those who may not understand the nature of your appointment or may not have any particular knowledge or expertise within your field.

6. I've submitted my NTT-1-L Form, what happens next?

The unit director will sign the form within 10 days of the date the NTT-1-L form was received and submit the packet (which includes attached documents the candidate has submitted) to the appropriate reviewing bodies.

7. Are peer/user letters required?

User and/or peer letters may be included in the promotion packet where relevant based on responsibilities and activities of the position.

“Users” are Libraries users who may or may not be affiliated with Rutgers University. These writers provide commentary on the candidate's service and/or librarianship. User letters are solicited by the candidate's Unit Director.

Peers are a candidate's faculty colleagues within University Libraries who provide commentary on a candidate's service and/or librarianship. Peer letters are solicited by Libraries Human Resources.

All solicited user and peer letters are to be inserted in the promotion packet by the unit director.

8. Am I able to submit peer/user letters?

Yes. Unsolicited letters obtained by the candidate are to be inserted in the promotion packet via the Inventory Listing provided that the letter has an official letterhead with the referee's digital signature. Letters are submitted for review to every level of evaluation.

9. Can letters solicited in a previous year be included?

Yes. However, either all or none of the letters solicited from a previous year must be included. In the event that new letters are solicited that include users or peers previously solicited, those users or peers must be re-solicited when the prior solicitation occurred in either the two immediately prior years. Exceptions may be

granted with the recommendation of the Vice President for Information Services and University Librarian and approval of the Executive Vice President for Academic Affairs.

10. Can I suggest potential Libraries users to solicit with my Unit Director?

Yes, it is recommended that you have a discussion with your Unit Director regarding potential Libraries users to solicit and have the opportunity to provide him or her a list of individuals you feel are qualified, together with an explanation of the user's qualifications and why he/she should be solicited. You may also prepare a list of persons you prefer not to be solicited together with an explanation. Your explanation opposing a solicitation will be attached to any letter obtained from your "do not solicit" list and the Unit Director may also attach an explanation explaining his or her decision to solicit.

11. Can documents be added to my packet?

If any documents other than peer or user letters, promotion forms or materials submitted by the candidate are added to the packet, the candidate will receive a copy immediately and be afforded the opportunity to rebut or respond to the documents within six working days. The response and/or rebuttal will be directed to the level of evaluation at which the materials were added and will become a part of the promotion packet.

Following the commencement of the evaluation and prior to final recommendation of the Vice President for Information Services and University Librarian, the candidate (through the unit director) may add to the packet evidence of a significant change in the status of materials originally included in the packet if the unit director agrees that changes have occurred and that changes occurred following the initiation of the evaluation. If the candidate and unit director disagree on whether a significant change has occurred, the Vice President for Information Services and University Librarian will make the final determination. If additions are accepted by either the unit director or Vice President for Information Services and University Librarian, they will be submitted to all earlier levels of review so that each level will have the opportunity to revise its evaluation if it is deemed to be warranted.

No additions to the packet may be submitted within 10 working days before the packet is due to the Vice President for Information Services and University Librarian.

12. What is the responsibility of the Peer Group Evaluation Committee and who serves on this Committee?

The Peer Group Evaluation Committee is responsible for arriving at a vote regarding recommendation for promotion and to submit the recommendation to AUL/Unit Directors using Form NTT-3. A positive recommendation requires a minimum of two-thirds of those voting to support the candidacy. An abstention does not count as a positive vote for purposes of the two-thirds rule. If fewer than two-thirds of those voting support the candidacy, the vote is put forward as a negative

recommendation. A minimum of six peer group votes is required and only those librarians who attend the meetings in which the candidate is considered are accorded a vote.

The Peer Group Evaluation Committee consists of six tenured Librarians and Librarians of Practice I (if any). Promotional candidacies to Librarian of Practice II will also include Librarians of Practice II (if any).

13. What is the responsibility of the Unit Director?

The unit director is responsible for ensuring that a thorough, rigorous and appropriately informed process of evaluation takes place for each candidate. The unit director is responsible for signing form NTT-1-L, "Recommendation Information Form," and Form NTT-2, "Applicable Criteria." The director schedules the initial meeting of the appropriate peer group and it is at this initial meeting that an ad hoc chair is elected.

14. What is the responsibility of the ad hoc chair?

The elected ad hoc chair is responsible for drafting the peer group report (Form NTT-3) which reflects both majority and minority views in the event of a division and describing the candidate's contribution to collaborate efforts including additional commentary the ad hoc chair determines is necessary for later levels of review. The ad hoc chair must give participants in the peer group an opportunity to review the final report before it is submitted. Within five working days after the peer group meets and votes on recommendation, the ad hoc chair must provide notice to the candidate regarding the outcome of the vote.

15. What happens after the Peer Group level of review?

The peer group's written evaluation is appended to the packet and the packet is sent forward to the unit director.

16. What role does the Unit Director play in the evaluation process?

The unit director evaluates the packet and prepares a narrative summary of his or her recommendation (Form NTT-4). If the unit director intends to make a recommendation different from that of the peer group, prior to completing his or her recommendation, the unit director will meet with the ad hoc chair to discuss. The unit director's completed evaluation form is then appended, along with the peer group's evaluation, to the packet and forwarded to the Vice President for Information Services and University Librarian.

17. What role does the Vice President for Information Services and University Librarian play in the evaluation process?

The Vice President for Information Services and University Librarian conducts an independent evaluation of the candidacy by assessing materials in the packet including the recommendations of the peer group and unit director. A brief statement of approval or denial of promotion will be provided. In the event that the Vice Presi-

dent for Information Services and University Librarian intends to make a recommendation different from that of the unit director, he or she must meet with the unit director to discuss. The Vice President for Information Services and University Librarian is the final level of review for all promotion evaluations for NTT University Library faculty.

18. Can I withdraw my candidacy?

Yes, however prior to the consideration of the Vice President for Information Services and University Librarian it must be with mutual consent from the unit director. To withdraw a candidacy after consideration by the Vice President for Information Services and University Librarian requires approval from the Vice President of Information Services and University Librarian.

19. After withdrawal, is my evaluation void for purposes of determining the four-year period?

A withdraw that occurs after a candidate has requested promotion and signs the NTT-1-L Form constitutes an evaluation for purposes of the four-year period.

20. Will I be notified of the final action?

Within 10 working days of the final decision, the Vice President for Information Services and University Librarian is required to notify the candidate of final action. In the event a candidacy is unsuccessful, the notification must include an invitation to meet with the Vice President for Information Services and University Librarian.