

Annual Report from the BLFC Faculty Standards Committee (FSC)

2003-2004

FSC Members

2002-04

- Sylvia Turchyn
- Marion Frank-Wilson
- Taemin Park
- Julie Bobay

2003-05

- Andrea Morrison (Chair)
- Frank Quinn

Ex-Officio member. At the beginning of the year, Yolanda Cooper-Birdine served ex-officio on the committee, and after her departure, Harriette Hemmasi served as the Human Resources representative on FSC.

The Faculty Standards Committee (FSC) had 11 charges this year. 4 were treated as priority charges (Charges 7, 8, 10 and 11)

Charges (2003-04):

1. **Review existing guidelines for work responsibilities, privileges and salaries and make recommendations where appropriate. [standing charge]**
2. **Review existing appointment and promotion and tenure criteria and make recommendations where appropriate. [standing charge]**

Action: The FSC met with and advised Dean Thorin on specific issues related to library faculty standards and affairs on several occasions.

3. **Review existing methods for evaluating performance and make recommendations where appropriate. [standing charge]**
4. **Serve as an advisory committee for the Assistant Dean for Libraries Human Resources. [to be made a standing charge]**

Action: FSC also sent our comments on the position of Human Resources Librarian to BLFC by the deadline of 11/14/03. We specifically commented on this position's role relating to promotion and tenure, peer review and salary issues for librarians. FSC also sent an e-mail to Dean Thorin, BLFC Secretary, Erika Dowell, and Karen Sweeny expressing the committee's enthusiasm for participating in the hiring process for the new Human Resources Librarian. During the interview process, the FSC met

with the candidates.

5. Monitor the impact of the new merit rating system for annual peer review and administrative review.

Action: Since the peer review process using the new system is just nearing its completion, it is too early for this year's FSC to evaluate it. The system needed to go fully into effect before reviewing it.

Recommendation: That FSC 2004-2005 should work on this charge by evaluating how the peer-review process for 2004 worked. We also recommend that this should be done early in the academic year.

6. Review the use of position descriptions in annual reviews.

Action: This is a complicated issue and cannot be done by this FSC during the remaining time of the academic year. Consequently, this year's FSC will detail issues involved in working on this charge for next year's committee.

Recommendation: That FSC 2004-2005 continues to work with the Continuing Education Committee in order to plan education and training sessions for librarians. These sessions will be to assist librarians and supervisors to prepare and maintain position descriptions and annual reviews which may link performance to Dept./Unit or Library goals.

7. Advise the Assistant Dean for Libraries Human Resources on the proposed Evaluation Guidelines for Supervisors for the administrative review of librarians.

Action: The FSC handled this as a priority charge. We organized a subcommittee under Frank Quinn and several drafts have gone back and forth from the subcommittee to the committee and progress was reported to BLFC throughout the year. The subcommittee consolidated various existing drafts and documents into one document and used the current working draft sent by Human Resources in 2004 to supervisors as a basic document to mark up. A draft is currently available. The subcommittee members were Frank Quinn (chair), Lynda Fuller Clendenning, and Celestina Wroth.

Recommendation: That FSC 2004-2005 continues to work on this charge, finishes the draft and presents it to BLFC to review.

8. Review report of IULFC Promotion and Tenure Review Committee and its implications for Bloomington librarians.

Action: The FSC handled this as a priority charge. FSC completed this charge and submitted a detailed report of its review to the BLFC. BLFC accepted the report, but

did not endorse all the recommendations. The BLFC subsequently submitted the report to the IULFC. The report is attached.

9. Review IU Libraries policies on non-reappointment of librarians in light of BFC Circular B24-2003, "Non-Reappointment Procedures After the Third Probationary Year".

Action: We discussed the charge and we reviewed related documents. FSC needs more feedback from BLFC to proceed.

10. Review and make recommendations on the role of FSC in the orientation of new librarians.

Action: FSC handled this as a priority charge, as the annual report from FSC 2002/2003 recommended that the FSC clarify this role and gave some suggestions on how to proceed.

The Faculty Standards Committee endorses the position that we take an active and continuing role in support of new librarians at IUB. We recommend the following activities for consideration:

- Pre-Tenured & Visiting Librarians (Group) – This year FSC implemented an informal group, which was organized and hosted by FSC, for untenured librarians. The group decided at the first meeting to include visiting librarians. Two meetings were arranged during the Spring Semester where those in attendance discussed topics of interest to the group, in an informal, friendly atmosphere. A pizza luncheon was hosted in the Main Library and a tour/meeting with refreshments was held at the ALF. Attendance among the eligible librarians was very high and the concept was met with enthusiasm.

Recommendation: That FSC continue to sponsor and host the Pre-Tenured & Visiting Librarians group.

- New Librarians Orientation – The Faculty Standards Committee acknowledges the importance and value of having the opportunity to meet with new librarians.

Recommendation: That a member of FSC routinely be included in the orientation of new librarians.

- Mentoring of Librarians – The Faculty Standards Committee accepts the responsibility of assisting pre-tenured, visiting and other new librarians in understanding the policies and procedures that support the faculty status of IU librarians.

Recommendation: That FSC provide information and clarification on faculty standards via consultation with pre-tenured, visiting and other new librarians at their request.

11. Recommend a review process for the review of library administrators, including which positions would be subject to such a review.

Action: The FSC handled this as a priority charge. We formed a subcommittee to write the recommendations. The final document was revised at the subcommittee, committee and BLFC level several times and we met with Dean Thorin specifically on this issue. The final recommendation incorporated the suggestions of the BLFC at its 5/5/04 meeting. Serving on the subcommittee were Andrea Morrison (chair), Lynda Fuller Clendenning, Bob Goehlert, Wen-ling Liu, and Ralph Papakhian. The final recommendation was reported to BLFC on 5/11/04 and is attached to this report.

The content of the final report submitted a formal review process for the Executive Associate Dean position. The document included a rationale, review procedures, review committee operating guidelines and guidelines for a review committee report. Specific procedures provided for a time line, makeup and charge for the review committee. FSC thinks that other positions in the future could be considered for review using this process.

Recommendation: FSC recommends that the review process submitted be used once as a trial and then be evaluated. Proceeding in this manner, would also help BLFC and those concerned to identify the strengths and weakness of this review process, to improve it, and to decide upon future action.

RECOMMENDATIONS for 2004-05 FSC Charges:

1. Monitor the impact of the new merit rating system for annual peer review and administrative review, by evaluating how the peer-review process for 2004 worked.
2. Review the use of position descriptions in annual reviews.
3. That FSC continue to sponsor and host the Pre-Tenured & Visiting Librarians group. That a member of FSC routinely be included in the orientation of new librarians. That FSC provide information and clarification on faculty standards via consultation with pre-tenured, visiting and other new librarians at their request.
4. That the FSC advise the Human Resources Librarian on the proposed Evaluation Guidelines for Supervisors for the administrative review of librarians and complete a report to BLFC on this issue.
5. Review IU Libraries policies on non-reappointment of librarians in light of BFC Circular B24-2003, "Non-Reappointment Procedures After the Third Probationary Year".
6. That the FSC continue to ask BLFC to provide clear guidance on priorities for the committee at the beginning of the year, given the historically large amount of work.