

# Academic Assembly of Librarians Temple University

## Process of Contract Renewal, Regular Appointment, and Promotion

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## **INTRODUCTION**

The following information has been prepared by the Steering Committee and the Promotion and Regular Appointment Committee of the Academic Assembly of Librarians to assist librarians in the process of applying for contract renewal, regular appointment, and promotion.

The Academic Assembly of Librarians (AAL) is organized to foster the professional development and academic growth of librarians and to provide a means for broader professional staff participation in the development of the Temple University Libraries. The Promotion and Regular Appointment Committee (PARA) has been established in accordance with the agreement between the University and the Collective Bargaining Unit. The PARA Committee is elected by the bargaining-unit members of the AAL. This committee is charged by the membership to conduct peer reviews of librarians who are being considered for contract renewal, regular appointment, and promotion. The PARA Committee submits its recommendations to the Vice Provost for Libraries. The final decision making processes are outlined in the agreement between the University and the Collective Bargaining Unit.

Librarians are responsible for planning their career activities so that they meet the requirements for contract renewal, regular appointment, and promotion at the appropriate time. Librarians must make sure that their personnel files are complete and must document their activities and achievements in preparation for evaluation by the PARA Committee.

It is strongly recommended that librarians keep detailed records of tasks, accomplishments, meetings attended, service to the Library and/or University, professional activity, etc., as evidence of meeting the prescribed criteria. Candidates must provide documentation to the PARA Committee that demonstrates how they meet each of the criteria. Librarians should also review their progress toward fulfilling requirements on a regular basis to avoid discovering at the last minute a gap in their activities. Complete information is needed so that the PARA Committee can evaluate fairly and thoroughly. It is recommended that all documents be hand delivered to a member of the PARA Committee.

In addition to the above mentioned documentation, the review process requires all librarians to identify at least two peers who can attest to some aspect of their job performance or professional accomplishments. The AAL defines peers as: "Those qualified to submit evaluations of librarians to the committees of the Academic Assembly of Librarians shall be: librarians, faculty members, and others whose position enables them to evaluate the candidate's performance of assigned duties or professional contributions." Examples of relevant peers include: fellow committee or task force members; other librarians within their department; librarians in other departments with whom they have considerable job-related contact; faculty with whom they have a close working relationship; and those who have read and judged their research and publications. Peers may be from institutions outside Temple University. Peers may not be anyone in the candidate's direct reporting line.

Those in direct reporting line to the librarian, e.g., his or her Department Head and the Vice Provost for Libraries, are not considered peers in this context. The peers identified by the librarian as being in a position to observe and evaluate his/her job performance should be contacted, well in advance of any deadline for submission, regarding their willingness to provide evaluations for the librarian. Peer review should be a continuous activity, not something initiated just prior to PARA's deliberations.

During the month of August, the Vice Provost for Libraries will send every librarian a letter indicating length of professional service at Temple (contract years), rank, and length of service in that rank (contract years). This provides an annual confirmation of each librarian's status.

This detailed explanation of the contract renewal, regular appointment, and promotion processes supplements Article 17, Appointment, Promotion and Termination of Service of Librarians, of the Agreement between Temple University and the Collective Bargaining Unit.

## **DEFINITIONS**

**Peers** – Those qualified to submit evaluations of librarians to the committees of the Academic Assembly of Librarians shall be: librarians, faculty members, and others whose position enables them to evaluate the candidate's performance of assigned duties or professional contributions. Examples of relevant peers include: fellow committee or task force members; other librarians within their department; librarians in other departments with whom they have considerable job-related contact; faculty with whom they have a close working relationship; and those who have read and judged their research and publications. Peers may be from institutions outside Temple University. Peers may not be anyone in the candidate's direct reporting line. (AAL)

**Personnel File** – The official personnel file, containing original documents, is kept in the Provost's office. The file in the Libraries' Administrative Services contains authorized copies. For the purposes of contract renewal and regular appointment, candidates and the committee will use the file kept in the library.

**Probationary Period** – The Collective Bargaining Agreement specifies that "The probationary period shall consist of a series of terms amounting to six (6) full years, except in the case of Librarians appointed during the year in which case it shall be a series of terms not exceeding six and one-half (6 ½) years. (TAUP/TU Agreement Article 17, A, 2, b)

## **PROCEDURES FOR CONTRACT RENEWAL AND REGULAR APPOINTMENT**

*PLEASE NOTE: "Librarians shall be appointed initially for a term to end on June 30<sup>th</sup> and may be reappointed for up to four (4) additional one (1) year terms followed by a two (2) year term and then by regular appointment." (TAUP/TU Agreement Article 17, A, 2; p. 32). NO MATTER WHAT THE HIRE DATE, THE INITIAL CONTRACT ENDS ON THE NEXT JUNE 30.*

In order to accommodate weekends and holidays, the PARA Committee will determine appropriate deadlines for each process and distribute a calendar each year to all librarians.

### **Newly hired librarians**

All newly-hired librarians are given an introductory contract that expires on the next June 30<sup>th</sup> following their appointment. The first one-year contract is granted according to two different processes depending on the date of hire:

- Due to the time constraints placed upon contract renewal by the TAUP/TU bargaining agreement, wherein the Provost is required to make his/her decision 90 days prior to the expiration of any contract, librarians hired between July and December will have to apply for reappointment in January. As this is only a short time after beginning their tenure in the Libraries, these librarians shall follow an abbreviated contract renewal process to receive their second one-year contract (to begin on the following July 1<sup>st</sup>). In subsequent years these librarians will follow the normal (fall) schedule for contract renewal and regular appointment.
- In general, the PARA committee will advise the Vice Provost for Libraries to recommend librarians hired between January and June for their first one-year contract (to begin on the following July 1<sup>st</sup>) on the basis of the hiring decision with no action required on the part of the candidate. These librarians will follow the normal (fall) schedule for contract renewal and regular appointment when they apply for reappointment for their second, one-year, contract, and after.

Librarians hired between January and June will complete one more contract than librarians hired between July and December before they must apply for regular appointment, although anyone may opt to apply for regular appointment early.

### **Fall Contract Renewal and Regular Appointment Processes**

**NOTE: This process applies to**

- 1. all librarians applying for their third through fifth contracts,**
- 2. those librarians, hired between January and June, applying for their second contracts, and**
- 3. all librarians applying for regular appointment.**

1. In early August, the Promotion and Regular Appointment Committee (or PARA or the PARA Committee) and the Vice Provost for Libraries receive from Administrative Services the names of candidates eligible for contract renewal or regular appointment effective July 1 of the following year.

2. By September 1, the Vice Provost for Libraries informs department heads of the October 1 deadline for any additional performance evaluations for each librarian to be considered for contract renewal or regular

appointment. Candidates who would like to have additional supervisory evaluations included in the personnel file for the Committee to consider should initiate a request for such with their supervisors.

3. The PARA Committee notifies candidates in mid-August that they will be considered for contract renewal or regular appointment and that prior to consideration each candidate must initial each document in his/her personnel file to show that they have seen all its contents. The PARA Committee has access to everything in the personnel file. At the same time the PARA Committee requests the names of two or more peers, knowledgeable of the candidate's professional achievement, who have agreed to submit written assessments.

4. In late August the PARA Committee informs selected peers of the deadline for submission of peer reviews.

5. Candidates for renewal of their second to fifth contract or regular appointment must provide the PARA Committee, by the mid-September deadline, with a written statement explaining how they meet the criteria for the relevant contract renewal or permanent appointment, along with a full and updated curriculum vitae. The candidate's documentation should also include supportive evidence such as letters of recommendation, publications, papers presented at professional or scholarly meetings, and a list of academic courses taken. It is the candidate's responsibility to provide the PARA Committee with a picture that makes it possible for PARA to evaluate the candidate's competence, accomplishments, and professional development. Each new contract will require that the librarian document increased effectiveness in job performance and greater participation in professional activities.

A candidate's statement must include the following:

a) a description of professional responsibilities, assignments, and accomplishments that indicate effective job performance to the degree required by the relevant criteria.

b) a description of professional participation and service to the Library and/or University, when such participation is required by the criteria.

6. The PARA Committee evaluates the statements submitted, other supportive evidence, and the candidate's personnel file.

7. The PARA Committee may interview the candidate and may ask him/her for the names of additional peers who may be contacted. The Committee may also solicit the opinions of peers with relevant knowledge other than those initially asked by the candidate, provided the candidate agrees in advance to the individuals selected.

8. If there are any negative preliminary decisions, the candidate will be informed and may request an interview with the Committee within five (5) working days of receipt of notification.

9. When verbal interviews are conducted, careful notes, signed by all parties present, will be made.

10. The PARA Committee makes its recommendation on information provided.

a) In cases of Contract Renewal the PARA Committee sends its recommendations and the reasons for them, in writing, to the Vice Provost for Libraries in mid-October, with copies of the

recommendations to the candidates. The supporting documentation is hand-delivered to the candidates' personnel files.

- b) In cases of Regular Appointment the PARA Committee sends its recommendations and the reasons for them in writing, to the Vice Provost for Libraries in mid-October, with copies of recommendations to the candidates. The supporting documentation is hand-delivered to the candidates' personnel files. This gives the Vice Provost for Libraries time to give the obligatory six (6) months prior notice for denial of regular appointment (TAUP/TU Agreement Article 17, A, 2, b, i).
- c) Within ten (10) business days the Vice Provost for Libraries sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, informing the candidates and their supervisors of his/her recommendations, with copies to the PARA Committee.
- d) "The decision of the Provost... must be given in writing within thirty-five (35) days to the individual, the Vice Provost for Libraries, and the Committee of the Academic Assembly." (TAUP/TU Agreement Article 17, C, 5)
- e) The Vice Provost for Libraries forwards his/her copies of the Provost's letters to the candidates' personnel files.

12. All materials reviewed by the PARA Committee will be permanently retained in the librarians' personnel files.

### **Spring Contract Renewal Process**

**NOTE: This process applies to those librarians, hired between July 1 and December 31, applying for their second contracts.**

1. By the end of December the PARA Committee notifies librarians who were hired between July 1 and December 31 that they must submit a written statement to PARA describing how they meet the criteria for contract renewal. This statement must be delivered to PARA in January.

A candidate's statement must include the following:

a) a description of professional responsibilities, assignments, and accomplishments that indicate effective job performance to the degree required by the relevant criteria.

b) a description of professional participation and service to the Library and/or University, when such participation is required by the criteria.

2. Although a performance evaluation by the department head is required, no peer statements are yet required of this candidate.

3. The PARA Committee evaluates the statement submitted, any other supportive evidence, and the candidate's personnel file.

4. If there are any negative preliminary decisions, the candidate will be informed and may request an interview with the Committee within five (5) working days of receipt of notification.
5. When verbal interviews are conducted, careful notes, signed by all parties present, will be made.
6. The PARA Committee makes its recommendation on information provided.
  - a) In cases of Contract Renewal the PARA Committee sends its recommendations and the reasons for them, in writing, to the Vice Provost for Libraries in late January, with copies of the recommendations to the candidates. The supporting documentation is hand-delivered to the candidates' personnel files.
  - b) Within ten (10) business days the Vice Provost for Libraries sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, informing the candidates and their supervisors of his/her recommendations, with copies to the PARA Committee.
  - c) "The decision of the Provost... must be given in writing within thirty-five (35) days to the individual, the Vice Provost for Libraries, and the Committee of the Academic Assembly."  
(TAUP/TU Agreement Article 17, C, 5)
  - d) The Vice Provost for Libraries forwards his/her copies of the Provost's letters to the candidates' personnel files.

## **CRITERIA FOR CONTRACT RENEWAL**

The criteria for granting the second contract (one year) are:

1. One year as a professional librarian at Temple University.
2. Effective professional performance in a particular area of responsibility (e.g., reference services, cataloging, etc.). Major factors involved in job performance include ability to work effectively with others, attitude, initiative, dependability, responsibility, and – above all – work of good quality and quantity.

The criteria for granting the third contract (one year) are:

1. Completion of the second contract.
2. Effective professional performance in a particular area of responsibility (e.g., reference services, cataloging, etc.). Major factors involved in job performance include ability to work effectively with others, attitude, initiative, dependability, responsibility, and – above all – work of good quality and quantity. The candidate must show continued improvement in areas in which he/she may have been noted as deficient in the supervisory and/or peer evaluations.
3. Professional participation at least at the minimal level (e.g., attending conferences/meetings, maintaining professional memberships, etc.); and service to the Library/University, at least at the minimal level, through participation in and availability for Library and/or University committees.

The criteria for granting the fourth contract (one year) are:

1. Completion of the third contract.
2. Increasingly effective and consistent professional performance in a particular area of responsibility (e.g., reference services, cataloging, etc.). Major factors involved in job performance include ability to work effectively with others, attitude, initiative, dependability, responsibility, and – above all – work of good quality and quantity.
3. Increasing professional participation and increasing service to the Library/University (e.g., attending conferences/meetings, maintaining professional memberships, participating in local professional activities).

The criteria for granting the fifth contract (two years) are:

1. Completion of the fourth contract.
2. High degree of competence in professional performance in a particular area of responsibility (e.g., reference services, cataloging, etc.). Major factors involved in job performance include ability to work effectively with others, attitude, initiative, dependability, responsibility, and – above all – work of good quality and quantity.
3. Substantive participation in professional activities and substantive service to the Library/University.

## **CRITERIA FOR REGULAR APPOINTMENT**

The criteria for granting regular appointment are:

1. Completion of the fifth contract. “Librarians may always be considered for completion of the probationary period after shorter periods of service than those specified above. Under exceptional circumstances, librarians with significant experience in a major university library may be granted a regular appointment upon initial employment.” (TAUP/TU Agreement, Article 17, B, 2)
2. Rank of L2 or higher. *“A librarian initially hired at the L1 rank must be promoted to the L2 rank prior to the beginning of his/her seventh full year of service or he/she will receive a terminal one year contract (or a six months notice of termination). (TAUP/TU Agreement Article 17, A, 2, b, ii)*
3. High degree of competence in professional performance, demonstrating mastery of the skills and techniques of his/her specialty, the ability to work without close supervision, and a comprehension of the Library’s overall operations. Overall professional performance must be of high quality and quantity. The candidate should demonstrate skills in the organization of work, planning, decision-making, judgment, adaptability and (where applicable) supervisory ability.
4. Significant participation in professional activities and significant service to the Library/University. Professional activities might include participation on committees of professional organizations, presentation of papers, publication of book reviews, or satisfactory course completion. Service could include contributions made while serving on Library or University committees.

## **PROCEDURES FOR PROMOTION**

1. In early August, the Promotion and Regular Appointment Committee (or PARA or the PARA Committee) receives from Administrative Services the names of all librarians, the rank of each, and the date they were promoted or hired into that rank.
2. In mid-January all librarians are notified of the early February deadline for submitting the names of librarians for promotion.
3. Librarians submit their names by the February deadline if they wish to be considered for promotion. (TAUP/TU Agreement Article 17, C, 1). By this deadline, candidates notify the PARA Committee of the names of two or more peers, knowledgeable of the candidate's professional achievement, who have agreed to submit written assessments to PARA when requested.
4. Within three business days the PARA Committee sends the list of candidates for promotion to the Vice Provost for Libraries and requests that if performance appraisals are to be done for these candidates, that they be completed by March 15 (to allow the candidates time to address these appraisals in the documentation they submit to the Committee).

PARA notifies candidates of the early March deadline for submission of detailed statements, describing how they meet the criteria for promotion. PARA notifies peers of the deadline for peer assessments.

5. Candidates must submit detailed statements to the PARA Committee, by the specified deadline, indicating how they meet the criteria of the rank to which they wish to be promoted, along with a full and updated curriculum vitae. Such statements should include a description of the candidate's professional responsibilities and assignments, and a description of how assigned duties and performance have evolved to the present level and scope, indicating major achievements. The statement should also include a description of how the criteria for professional participation and/or service to the Library and/or University have been met to the degree required by the stated criteria for that particular rank. A candidate's documentation may also include supportive evidence such as letters of commendation, publications, papers presented at professional or scholarly meetings, and academic courses taken.

It is the candidate's responsibility to provide the PARA Committee with a picture that makes it possible for PARA to evaluate the candidate's competence, accomplishments, and professional development. Each rank (L2, L3, L4) will require that the librarian document increased effectiveness in job performance and greater participation in professional activities. Each candidate should initial each document in his/her personnel file to show that he/she has seen all its contents by the specified deadline.

6. In early February, the PARA Committee requests written assessments of the candidate in terms of the criteria for promotion from the peers named.
7. The PARA Committee evaluates the statements submitted, other supportive evidence, and the candidate's personnel file.
8. The PARA Committee may interview the candidates and may ask them for the names of additional peers who may be contacted. The Committee may also solicit the opinions of peers with relevant

knowledge other than those asked by the candidate, provided the candidate agrees in advance to the individuals selected.

9. When verbal interviews are conducted, careful notes signed by all parties present will be made.

10. If there is a negative preliminary decision, the candidate will be informed and may request an interview with the Committee within five (5) working days of receipt of notification.

11. By the end of March the PARA Committee makes its recommendation based on the information available, and sends its recommendations and the reasons for them in writing to the Vice Provost for Libraries, sending copies of the recommendations to the candidates.

All supporting documentation reviewed by the Committee is hand-delivered to the candidates' personnel file.

12. Within ten (10) business days the Vice Provost for Libraries sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, and informs the candidates and their supervisors of his/her decisions, with copies to the PARA Committee.

13. "The decision of the Provost... must be given in writing within thirty five (35) days to the individual, the Vice Provost for Libraries, and the Committee of the Academic Assembly." (TAUP/TU Agreement Article 17, C, 5)

14. The Vice Provost for Libraries forwards his/her copy of the Provost's letter to the candidate's personnel file.

15. All materials reviewed by the PARA Committee will be permanently retained in the librarian's personnel file.

## **CRITERIA FOR PROMOTION**

### ***L1 to L2***

1. Two years as L1.
2. Effective job performance.
3. Professional activities or service to the Library or University.

### ***L2 to L3***

1. Three years as L2.
2. High degree of competence in job performance.
3. Substantive participation in professional activities and service to the Library or University.

### ***L3 to L4***

1. Five years as L3.
2. Consistently outstanding job performance.
3. Significant professional activities.
4. Significant service to the Library or University.

## **DESCRIPTION OF CRITERIA FOR PROMOTION**

### **1. *Years of Service***

The years of service are seen as the period of time which would normally be necessary to prove a consistent level of activity by the candidate. Early promotion is granted only in exceptional cases and is not to be considered a normal occurrence in the promotion process. The candidate must prove not only that he/she meets the criteria for the level desired, but also that he/she has made a contribution outstanding enough to justify a waiver of the years-in-rank criterion.

Librarians who offer clear evidence of service and performance at other institutions that matches the above criteria may be given consideration for promotion with fewer years of service at Temple University.

It is recommended that a librarian who is denied promotion not reapply until the second calendar year after denial. It is expected that the candidate will use this time to correct whatever deficiencies have been found.

### **2. *Job Performance***

The work history of a candidate in the Temple University Libraries is a major determinant in qualifying a librarian for promotion to all levels.

#### ***L1 to L2***

The candidate must demonstrate effective job performance by showing competence in a particular area of responsibility (e.g., reference service, cataloging, etc.). Evaluations by supervisors and peers are key elements in the determination of the quality of performance. The candidate must show continued improvement in areas in which he/she has been found lacking. Major factors involved in job performance include consistency of performance, ability to work effectively with others, attitude, initiative, dependability, responsibility, and, above all, the ability to produce work of good quality and quantity.

#### ***L2 to L3***

The candidate must demonstrate a consistently high degree of competence in job performance. The individual is expected to master the skills and techniques of his/her specialty in librarianship, work independently and show an awareness and comprehension of the Library's operations beyond the confines of the candidate's particular work assignment. Overall job performance must be of high quality and quantity. He/she should demonstrate skills in organization of work, planning and implementation, decision-making, judgment, and adaptability.

#### ***L3 to L4***

Promotion to L4 is to be granted on the basis of exceptional achievement in the context of a major university library. The candidate must demonstrate consistently outstanding job performance which has resulted in a significant contribution to the Library's content or operations. Leadership ability should be an important factor in consideration for promotion to this level.

### **3. *Non-Work Assignment Criteria***

There are two major groups of criteria in addition to job performance.

#### ***A. Professional Activities***

There are a variety of activities which may be characterized as professional, including:

- 1) Activities related to professional library or subject-oriented organizations (e.g. American Library Association or American Historical Association). This would include membership, attendance at meetings and conferences, elective positions, and committee work.
- 2) Publications, which include book reviews, reviews of the literature, articles in library or subject journals, bibliographies, and monographs. This category does not include written materials for "in-house" distribution such as instructions for using specific areas or materials, guides for student or faculty assistance in using the library, and "guides to the literature" which are meant for distribution to library patrons. These materials are considered as part of job performance.
- 3) Continuing education, including workshops or course completion. The candidate must prove the activity's relevance to his/her professional position and/or academic librarianship.
- 4) Public presentations, lectures, and teaching assignments by the candidate. Presentations to professional groups, participation in panel discussions, and teaching a subject-oriented course are examples. Teaching a section of the library instruction course and lectures on specific library functions or collections are considered as part of job performance.

#### L1 to L2

The candidate must demonstrate participation in professional activities at least at the minimal level (e.g. attending professional conferences/meetings, maintaining professional memberships, etc.).

#### L2 to L3

The candidate must have achieved a higher level of involvement in at least one type of professional activity. Examples are participation on committees of professional organizations, publication of book reviews, or satisfactory course completion.

#### L3 to L4

The candidate must have made substantial professional contributions. Examples are 1) professional organization committee activities; 2) holding of elective professional organization positions; 3) publications of bibliographic or subject-related importance; and 4) completion or near completion of a program of study.

#### *B. Service to the Library/University*

This category involves the contribution of librarians to the betterment of the Library and/or University through non-assigned work within the system.

- 1) Library service: includes service on committees of the AAL, in AAL elective positions, and on Library committees.
- 2) University service: includes service on Collective Bargaining Unit committees and in elective positions and University committees.

L1 to L2

The candidate must have taken part in AAL activities and have made himself/herself available for committee positions.

L2 to L3

The candidate must have made contributions by serving on Library or University committees.

L3 to L4

The candidate must prove that he/she has made major contributions through services to the Library or University.

**ARTICLE 17**  
**APPOINTMENT, PROMOTION AND TERMINATION OF SERVICE OF**  
**LIBRARIANS**

A. Terms of Appointment

1. All full time librarians within the bargaining unit shall be appointed for such terms of office as shall be provided in this statement of policy, subject to the provisions contained herein with respect to the termination of their appointments. The terms and conditions of every appointment shall be stated in writing and shall be in the possession of both Temple and the librarian before the appointment becomes effective.
2. Librarians shall be appointed initially for a term to end on June 30th and may be reappointed for up to four (4) additional one (1) year terms followed by a two (2) year term and then by regular appointment.
  - (a) A Committee defined by the Academic Assembly of Librarians will advise the Vice Provost for Libraries or other person who shall be designated as the chief administrator of the University Library on decisions to grant or not to grant reappointment during the first four (4) years.

Review by a peer committee established by the Academic Assembly of Librarians shall be the first step in considerations for contract renewal, regular appointment and promotion. This peer committee shall submit its recommendations and the reasons therefore, to the Vice Provost for Libraries and inform the individuals involved.

The Vice Provost for Libraries shall inform in writing the individuals and the committee of his/her decisions, and the reasons for them within ten days after receiving the recommendations of the committee.

The Vice Provost for Libraries' decision shall be made at least ninety (90) days prior to the expiration of any contract. The Vice Provost for Libraries' decision during the first four (4) probationary years is not subject to the grievance or arbitration provisions of this Agreement.

- (b) The probationary period shall consist of a series of terms amounting to six (6) full years, except in the case of Librarians appointed during the year in which case it shall be a series of terms not exceeding six and one-half (6 1/2) years. For the purposes of counting years in the probationary period, each full year shall begin on July 1 and terminate on June 30 of the following calendar year.
    - (i) In the event that a librarian will not be granted a regular appointment, a termination of contract notice must be provided in writing at least six (6) months prior to the expiration of his/her

sixth full year of service or he/she shall be granted a one (1) year terminal contract for his/her seventh year of service.

(ii) A librarian initially hired at the L1 rank must be promoted to the L2 rank prior to the beginning of his/her seventh full year of service or he/she will receive a terminal one year contract (or a six months notice of termination).

(c) Librarians in service on the effective date of this Agreement may extend their probationary period by two (2) years upon written notice by July 1, 2005.

3. A librarian's base salary is for a work year which includes eight weeks scheduled off per year. Any librarian who works additional week(s) or day(s) shall receive additional compensation at the rate of 2.4% of the base salary per additional week worked. Time off will be assigned in one block of at least four weeks and the remainder to be taken at the employee's request with approval of the Department Head. On or before May 1 of a given year, the Vice Provost for Libraries shall inform each librarian of that librarian's four week block of scheduled time off for the following July 1 to June 30 period. Such assignments shall be made after consultation with the librarians as to their time off preferences. No librarian may be required to work for more than 11 months during any July 1 to June 30 time period. Any changes in the assigned periods of work shall be by mutual agreement between the librarian and the Vice Provost for Libraries, except that in the event of unforeseeable circumstances assignments may be changed by the Vice Provost for Libraries after consultation with the affected librarians.

#### B. Standards for Promotion and Completion of the Probationary Period

1. Criteria for promotion and completion of the probationary period shall include:

(a) effectiveness of performance as a librarian.

(b) continuing professional growth as demonstrated by scholarly activities such as continuing education, participation in professional activities, contributions to the profession, and publication of reports, articles, or other works pertinent to university librarianship.

(c) effectiveness of service to the library and/or to Temple.

More specific criteria for promotion to the various grade levels and for completion of the probationary period and the relative weighing of these criteria shall be recommended by the Academic Assembly of Librarians and concurred with by the Vice Provost for Libraries. Promotion to L4 is to be granted on the basis of exceptional achievement in the context of a major university library.

2. Librarians may always be considered for completion of the probationary period after shorter periods of service than those specified above. Under exceptional circumstances, librarians with significant experience in a major university library may be granted a regular appointment upon initial employment.

### C. Procedures

1. Consideration for promotion and/or completion of the probationary period may be initiated at the appropriate time by the librarian.
2. All evaluations for reappointment, promotion, and regular appointment shall be through the appropriate Committee of the Academic Assembly and the list of candidates shall be sent to the Vice Provost for Libraries.
3. The Committee shall submit its recommendations and reasons therefore, to the Vice Provost for Libraries and inform the individuals involved.
4. The Vice Provost for Libraries will inform in writing the individuals and the Committee of his/her recommendations and the reasons for them within ten (10) days after receiving the recommendations of the Committee.
5. The recommendations of the Vice Provost for Libraries, and all recommendations of the Committee, shall be forwarded immediately to the Provost or other designated University officer for final resolution. The decision of the Provost or the Provost's designee must be given in writing within thirty-five (35) days to the individual, the Vice Provost for Libraries, and the Committee of the Academic Assembly.
6. Librarians who have completed the probationary period shall maintain this status even if they have a physical or mental disability of up to six months' duration that prevents them from carrying out their responsibilities. With the appropriate medical certification, the librarian may return to his/her University responsibility with the status of having completed the probationary period. In addition, the librarian shall have recall rights to the same or an equivalent position, if available, for a further period of twelve (12) months.
7. Time spent on official leave from the University and approved by the University will not be included in the calculations of the various time periods stated above unless the librarian requests in writing to the Vice Provost for Libraries, and the Vice Provost for Libraries approves, that such leave time be included in the timing of decisions on completion of the probationary period.

### D. Evaluation of Librarians

When formal evaluations are made, the evaluating supervisor shall discuss the evaluation with the librarian; it shall be signed by both individuals and placed in the librarian's personnel file. This signing shall not be deemed to constitute approval by the librarian.

The librarian is entitled to attach any written comment or refutation the librarian deems appropriate to the evaluations.

#### E. Termination of Service by Temple

1. Written notice that an appointment is to be terminated because of retrenchment or non-renewal of a term appointment shall be given to a librarian as follows:

- (a) Three months for less than two years of service.

- (b) Six months after two years of service.

In each case, Temple shall have the option of substituting equivalent severance salary.

2. Termination of service of a librarian who has completed the probationary period or an appointment before the end of its specified term may be made only for retirement, just cause, or retrenchment.

3. Retrenchment of librarians within the Paley budget system or within another budget unit included in the TAUP bargaining unit shall be made according to the following order:

- (a) part time librarians,

- (b) librarians on probationary appointment by inverse order of the date of hire within the library,

- (c) librarians who have completed the probationary period by inverse order of date of hire within the library.

In each of the above cases, it is recognized that the librarian possesses special skills, training, or education necessary for the continued operation of library programs and that librarians who have completed the probationary period may not be retrenched until after all part time librarians and librarians on the probationary period are retrenched.

4. Temple shall make reasonable efforts to place retrenched librarians in other positions in the University.

5. Just cause means incompetence, grave misconduct, or neglect of duty.

6. A librarian who has completed the probationary period and who is terminated (except for retirement) or laid off shall be entitled to utilize the grievance and arbitration provisions of this Agreement.

#### F. Recall

1. Following a lay off due to retrenchment, any librarian laid off due to retrenchment shall be recalled in inverse order of lay off provided the librarian has the present ability to perform the work available. Laid off employees shall have recall rights for a period equal to their length of service but in no event for more than two years.
2. Upon receipt of such an offer in writing, a librarian shall have one month to decide whether to accept the offer.

#### G. Terminology

Throughout this contract, the term Vice Provost for University Libraries shall refer to the administrator who is the designated head of the University Libraries or, if there is no such administrator, to the designated head of the Paley Library with respect to matters involving librarians in that Library and to the Dean of any School or College that shall employ a librarian.