
Evaluation, Promotion and Reappointment Standing Procedures Manual

University of North Texas Libraries

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1 - Overview

This document addresses the procedures for appointment, evaluation, and promotion within the UNT Libraries.

1.1 - Nature of Librarianship at UNT

Library faculty at UNT are required to hold at least a master's degree in library or information science from an American Library Association (ALA) accredited program or other advanced degree in a discipline appropriate to the position. They also must work within the standards, policies, values, and rules of the academic profession. Any request for an exception to these qualifications must be approved by the Dean of Libraries or the Provost, as applicable.

Librarians are an integral part of the community of scholars and share with faculty the freedoms guaranteed by the U.S. Constitution and the assurance of academic freedom. Librarians share in the protection afforded these rights within the governing framework of the University and accept the responsibilities that these rights place on each member of the academic community.

Library faculty at UNT are faculty on a non-tenure track.¹ As such, they are eligible to serve on University committees and the Faculty Senate, and for development leaves, research funds and faculty awards. All full and part-time Library Faculty are eligible for election to the Personnel Affairs Committees, and the Libraries' Ad Hoc Grievance Committee. Library faculty ineligible to participate on committees include librarians who are: in their initial appointment, on a terminal contract, the Dean, Assistant and Associate Deans, temporary faculty, and emeritus faculty.

The Libraries' administration establishes reasonable goals and expectations regarding librarian activities while supporting professional and academic growth.²

Librarians plan their professional goals and manage their professional development in relation to the goals and objectives of their departments, Divisions and Support Units, the Libraries, and the University. Librarians maintain and enhance their knowledge and understanding of their discipline while working in an environment of rapidly evolving practices and technologies. Librarians are also expected to maintain effective and productive working relationships with colleagues and to demonstrate the ability and desire to work as a member of a group while retaining all rights of individual expression.

¹ [UNT Policy 06.006 Librarian Faculty Reappointment and Promotion.](#)

² Dependent upon budgetary exigencies, these resources include budgetary commitment, personnel, and support for participation in development opportunities such as workshops, conferences, meetings, and seminars.

1.2 – Conditions of Employment

All University employees are governed by University policies, UNT System Regulations, and rules adopted by the UNT System Board of Regents. Employment policies are found in the online UNT Policy Manual³. Librarians are also governed by this document to the extent it does not conflict with those established by UNT policies, UNT System Regulations, and rules adopted by the UNT System Board of Regents, which take precedence.

Librarians are exempt employees under the Fair Labor Standard Act (FLSA) and are considered faculty members under the state law and UNT Policy.⁴

Librarians are employed to perform their services and duties assigned during the period of their appointments. Workloads may be adjusted throughout the year in a manner that best meets the needs of the University.

Through the Annual Performance Agreements the librarians and the Libraries' administration establish reasonable workloads necessary to meet the Libraries' Mission and Strategic Plan. The Libraries also ensure the flexibility in scheduling necessary to foster professional growth, development and work/life balance.

Librarians are 12-month State employees and therefore accrue vacation (annual) leave, sick leave, and longevity pay.

Librarians are subject to the leave and holiday provisions set forth in the UNT Policy Manual and are expected to follow state law and university policies for reporting all leave taken.

Librarians are eligible to enroll in Optional Retirement Plans (ORP).

Librarian appointment, reappointment, evaluation, merit, and promotion issues are communicated to the Provost's office through the Dean.

The UNT Faculty Misconduct and Discipline Policy⁵ governs disciplinary actions related to Librarians.

1.3 – Termination of Employment

Adequate cause for dismissal of a librarian at any time may include, but is not limited to, professional incompetence or gross neglect of academic responsibilities as defined in the [UNT Faculty Misconduct and Discipline Policy](#).

³ <https://policy.unt.edu/>

⁴ Sec. 51.101 of the Texas Education Code; UNT [Policy 06.006](#)

⁵ UNT Policy 06.025

2 – Types of Appointments

Librarians have appointments of a fixed duration, in which the individual is part of the UNT Libraries. Such appointments may be for a short duration, academic year, or multiple years as fits the needs of the University. Time-in-rank and faculty appointment periods do not necessarily align.

Regular

Regular appointment is defined by rank. Regular appointments are defined as an appointment that shall not be terminated except for cause, for reasons of financial exigency, or by resignation or retirement by the librarian. Regular appointments apply to all librarians who are employed as permanent, full-time members of the University of North Texas Library Faculty, including those Librarians who are part of the administrative structure of the UNT Libraries.

Initial

An initial appointment is for a newly hired librarian at any rank. The length of the initial appointment shall be no less than 8 months and no longer than 20 months. The initial evaluation shall be conducted in the seventh month of employment. Librarians with this appointment may be recommended for Regular appointment at the end of the initial appointment period.

Temporary

Librarians with temporary appointments may be hired at any rank for a limited duration and/or a specific purpose. They have no expectation of reappointment, but the appointment may be renewed at the discretion of the University.

Non-traditional

Librarians hired from a non-traditional funding source (e.g., a grant or contract) are not subject to the provisions of this document and are not participating members of the Library Faculty. Employment provisions (salary/contract length) of each appointment are determined under the provisions of the appropriate funding source. The Dean and appropriate supervisor(s) are responsible for the selection, evaluation, and employment renewal of librarians hired from a non-traditional funding source.

3 – Guiding Documents

3.1 Position Description

The position description provides a summary of the librarian's position and lists the specific position responsibilities. This description may be reviewed and revised as necessary to meet the needs of the university.

3.2 – Annual Performance Agreement (PA)

The annual Performance Agreement (PA) provides a framework for a librarian's efforts. The PA is developed and signed annually by the librarian, the librarian's immediate supervisor(s), and the Division/Office Head. Workload is determined by the unit administrator (immediate supervisor), in consultation with the librarian.

The workload detailed in the PA covers all areas of the librarian's responsibilities: Area I – primary assignment/ librarianship; Area II – scholarly/creative activities; and Area III – service. It includes percentages of time totaling 100% divided across the three areas. The PA should be written with reference to the division/department's operational plan, criteria for review set by the Libraries, and the Libraries' values. Area I duties hold priority over Areas II and III and should reflect a higher percentage of time in the PA.

Changes to workload percentages may be necessary during the year. When this occurs, Librarians can seek a workload adjustment by making a request to their immediate supervisor (unit administrator) and approval from their Associate Dean. The supervisor and librarian must negotiate changes in percentages within thirty (30) days of notification of needed change. The Change Log for Performance Agreements will be used to record major changes in Primary assignment (Area I), Scholarly Activity (Area II), or Service (Area III) that affect the percentage of time spent on each area over the course of the year. The change log must be approved by the supervisor and the Assistant/Associate Dean. Any changes in responsibilities that do not affect percentages of time should be recorded in the self-evaluation narrative.

A newly-hired librarian develops the PA with their immediate supervisor(s) and Division/Office Head within 30 (thirty) days of employment. It is then signed by all parties and a copy is submitted to the Director of Library Administrative Services.

A copy of the original performance agreement is retained by the Libraries' Administrative Office. These documents are used during the Annual Performance Evaluation by all parties involved in order to evaluate the librarian's performance in Areas I, II, and III.

3.3 – Sample PA Workload Distributions

Librarianship/Primary Emphasis	
Primary Assignment (Librarianship)	75-85%
Scholarly Activity	5-20%
Service	5-20%

Librarianship/Primary Emphasis Initial Appointment	
Primary Assignment (Librarianship)	85-90%
Scholarly Activity	5-10%
Service	5%

Refer to the Library Faculty Ranks and Promotion Criteria for additional information about each area related to workload for each rank.

3.4 – Initial Appointment Timeline

The Initial Appointment Timeline outlines the first year of employment. The Director of Library Administrative Services and the supervisor create and review the timeline with the librarian and submit a copy to the Division/Office Head and the Division PAC Chair within 30 (thirty) days of employment.

4 – Definitions of Evaluation Ratings

Evaluation of a librarian for merit increases, promotion and reappointment at UNT Libraries will consider the three areas of responsibility: Area I - performance in the primary assignment; Area II - scholarly and creative activities; and Area III - service to the profession and the university. All librarians past their initial appointment are expected to have activity in all three areas each year.

For each area of responsibility, the following evaluation ratings will be used:

Exceeds Expectations	The librarian's performance is remarkable, reflecting leadership, innovation, unique contribution, and/or impact that advances the goals of the library and division.
Meets Expectations	The librarian's performance accomplishes critical goals of the library and division and the quality of work overall is very good. Performance is consistent with the expectations of the individual's rank.
Needs Improvement	The librarian's performance is ineffective or unsatisfactory in one or more of the three areas of responsibility. Performance is not consistent with the expectations of the individual's rank and/or the expectations for professionalism and collegiality.

5 – Initial Evaluation

A review will be initiated in the 7th (seventh) month of a librarian's initial appointment to evaluate the first 6 (six) months of employment and determine if the librarian is eligible for a regular appointment.

The evaluation will follow the same procedures as an annual evaluation:

1. The Initial Evaluation process starts on the first working day of the 7th month of the librarian's initial appointment.
2. Within 10 (ten) working days: The librarian writes a Self-Evaluation and submits it to the supervisor, Associate Dean and Division PAC.
3. Within 15 (fifteen) working days: The supervisor and Assistant/Associate Dean (Area I) and Division PAC (Areas II and III) each write evaluations in response and submit them to the supervisor.
4. Within 10 (ten) working days: The supervisor meets with the librarian to discuss the results of the evaluation.
5. Within 5 (five) working days: The librarian has an opportunity to comment on the evaluation (optional).

Example timelines:

Start Date	Initial Review Month	Self-Review Due	Length of Initial Appointment*	Regular Appointment Starts*
January 1, 2020	July, 2020	July 14, 2020	8 months	September, 2020
April 1, 2020	October, 2020	October 14, 2020	17 months	September, 2021
July 1, 2020	January, 2021	January 15, 2021	14 months	September, 2021
October 1, 2020	April, 2021	April 14, 2021	10 months	September, 2021

*Assuming a positive initial evaluation

5.1 Positive Appointment Decision

If the evaluation is positive and the librarian is recommended for regular appointment, the initial appointment will be extended until the start of the next fiscal year (September 1). Responsibilities and workload for this period should be negotiated with the librarian's supervisor (and Assistant/Associate Dean when appropriate) as soon as the evaluation is completed. The librarian will receive a regular appointment letter from the Dean before the start of the next fiscal year. The initial appointment, regardless of length, shall count as a single year for the purposes of time-in-rank.

The librarian immediately joins the regular review cycle, conducting their first annual review in January the following year.

5.2 Negative Appointment Decision

If the evaluation is negative and the librarian is not recommended for regular appointment, the librarian's initial appointment will end 60 days after the evaluation decision. The librarian has the option to request a review of the negative evaluation by the Dean, but the Dean's decision about appointment is final.

6 – Annual Evaluation

Annual evaluations for librarians follow the guidelines outlined in [UNT Policy 06.007 Annual Review](#). Per this policy, the annual evaluation covers the “faculty productivity within the context of a comprehensive 3-year window, with no single year having more weight than the other two; i.e., each year a faculty member presents a record representing the work of the previous three (3) calendar years.”

Supervisors may conduct performance counseling if it is deemed necessary. Librarians who have given written notice of resignation or retirement are excluded from performance reviews.

Assistant and Associate Deans are reviewed by the Dean of Libraries following the guidelines outlined in [Policy 06.018 Annual Evaluation and Reappointment of Academic Administrators](#).

6.1 – Documentation for Annual Performance Evaluations

The following documents are required for annual evaluations. The Library-wide PAC is responsible for developing forms and/or guidelines for these documents:

- The current, signed Annual Performance Agreement
- Self-Evaluation (a narrative account of the last three years’ accomplishments and their significance, not exceeding 2 (two) pages, using the template developed by the Library-wide PAC)
- Faculty Information System (FIS) Vitae

Include, as needed:

- Any Professional Development Plan documentation
- Any documented disciplinary actions from the current evaluation year
- Any other additional forms from the current evaluation year

6.2 – Annual Performance Evaluation Process

All UNT Librarians are reviewed every year for their work performed in the previous year.

- Librarian writes self-evaluation, submits to supervisor, Associate Dean and Division PAC.
- Within 15 (fifteen) working days of submission of the self-evaluation, the supervisor (Area I), Associate/Assistant Dean (Area I), and the Division-PAC (Areas II and III) each write an evaluation, considering the Librarian’s self-evaluation and using the template developed by the Library-wide PAC.

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- Within 10 (ten) working days after completion of step 2, the supervisor meets with the librarian to share the evaluations.
- Librarian has 5 (five) working days from the date of the meeting with the supervisor to respond, if they choose to do so, using the current template.

The final evaluation packet consists of the self-evaluation, the supervisor's response, the Associate Dean's response, the Div-PAC response, and the librarian's response. This becomes the official documentation on file with the Administrative Office, and in the Faculty Information System (FIS).

6.3 – Reappointment Review Process

Each librarian shall receive notice of eligibility for reappointment on the annual performance evaluation. Reappointment process for librarians in the final year of appointment is initiated by the Director of Library Administrative Services. The Associate/Assistant Dean will review performance evaluations and make decisions on reappointment in accordance with university policies and timelines.

6.3.1 – Notification of Intention not to Reappoint

If the reappointment decision is negative, the librarian will be notified at the end of the review process and will work until the end of the current appointment year in accordance with university policies and timelines.

6.4 – Merit Awards

Merit increases in salary will be based on criteria provided by the Office of the Provost and the librarian's overall Annual Performance Evaluations. The recommendations of the Division/Office Head regarding the merit award for each librarian are based upon the availability of funds and guidelines from the Dean.

7 – Promotion

Promotion to the next rank involves a holistic review of performance in librarianship (Area I), scholarly or creative activities (Area II), and service (Area III) over a period of time. A successful promotion to Associate Librarian by the end of six years is required for continued employment.

7.2 – Promotion Process

7.2.1 – Application for Promotion

- The librarian submits an Application for Promotion⁶ (download the most current form from <https://vpaa.unt.edu/resources/forms>) and current vita to the Library-wide PAC by April 1st.
- If the Library-wide PAC determines the Librarian is ineligible for promotion, the committee may reject the application.
- The Library-wide PAC will review these materials and make a preliminary assessment as to whether the librarian’s performance meets the expectations set out in *Library Faculty Ranks and Promotion Criteria*.
- The Library-wide PAC will then meet with the librarian applying for promotion to discuss their application with them.
- If the Library-wide PAC determines the librarian has not sufficiently met the criteria for promotion to the next rank, they may recommend the Librarian reapply for promotion at a future date.
- The candidate may withdraw the application for promotion at any time during the promotion evaluation process.
- The Library-wide PAC will compile the Applications for Promotion and email them to the Vice Provost for Academic Administration, copying the Dean of Libraries.
- The Library-wide PAC will provide candidates with a list of the documentation they will be required to upload into the Faculty Information System (FIS) as delineated here.
 - Complete, current curriculum vita (CV) from the FIS
 - Personal essay (maximum 750 words) highlighting professional faculty accomplishments relating to criteria for promotion
 - Library Faculty Ranks and Promotion Criteria
 - Annual evaluations since initial appointment or last promotion
 - Supporting documentation
 - Supporting documents for Areas II and III
 - Any documentation created at time of hire related to credit for time in rank related to pertinent experience
 - Any Professional Improvement Plan(s) since last promotion
 - Any written disciplinary action(s) since last promotion

⁶ VPAA-174, University Information Form

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- The Candidate uploads the documents listed above into FIS Workflow between August 16 and August 30th.

7.2.2 – Promotion Evaluation

Promotion evaluation is a linear process in compliance with University policy⁷ as outlined below.

- Sep 16th - Oct 15th. Recommendation of division PAC, including the division PAC vote: the division PAC chair uploads into FIS Workflow the recommendation and any additional supporting documentation. The division PAC chair also annotates their vote.
- Oct 16th - Nov 15th. Recommendation of supervisor: the supervisor uploads into FIS Workflow their recommendation and any additional supporting documentation.
- Nov 16th - Dec 15th. Recommendation of Library-wide PAC, including the Library-wide PAC vote: the Library-wide PAC chair uploads into Workflow the Library-wide PAC recommendation and any additional supporting documentation. The chair also annotates the Library-wide PAC vote.
- Dec 16th - Jan 15th. Recommendation of dean: the dean uploads into Workflow their recommendation and any additional supporting documentation.
- Non-tenured promotion personnel actions end with the dean.
- If there is a negative recommendation at any point in the process the librarian is notified and given the option of pulling their application from consideration.

8 –Professional Improvement Plan

In the event that a librarian's performance becomes unsatisfactory at any point, the supervisor in collaboration with the Director of Library Administrative Services, and if appropriate the Division PAC, shall initiate a Professional Improvement Plan. This plan shall identify in writing specific areas for improvement in performance, identify steps the librarian can take to remedy the deficiencies, and monitor progress toward achievement of the plan. The Plan may address any area of performance, including areas I, II and III.

A Professional Improvement Plan can be initiated at any time deemed necessary, but must be initiated when a Needs Improvement rating is given on an annual evaluation.

⁷ UNT Policy 06.005

9 – Amendment of Appointment Evaluation and Promotion Standing Procedures

The Dean, in collaboration with the Library-wide Personnel Affairs Committee, may amend these procedures to reflect changes in University policy or to reflect non-substantive changes that provide greater clarity or correct errors without a vote of the library faculty. The LW-PAC will notify the Library Faculty of said changes within 10 working days after amending the document.

Any other amendments to this document are made by a simple plurality vote of the voting faculty who choose to vote, as defined above. A written copy of the proposed amendment must be distributed to all voting faculty following the notification processes described above.

As needed for other changes, the Library-wide PAC shall call meetings of the library faculty to suggest amendments to these procedures. After changes to the document are suggested and discussed, the library faculty shall vote on the changes. Voting may be by electronic means. A simple majority of the eligible librarians voting shall carry the decision.

All changes to this document shall be communicated to the library faculty by the Director of Library Administrative Services.