

Clayton State University Faculty Senate

Meeting Minutes

March 25, 2019

Senate Members present: Augustine Ayuk, Scott Bailey, Gail Barnes, Deborah Gritzmacher, Craig Hill, Byron Jeff, Adam Kubik (also serving as proxy for Laura Herndon), Catherine Matos, Lawrence Menter, Eugene Ngezem, Stephanie Richardson, Kathryn Pratt Russell, Kendolyn Smith, MeriBeth Stegall (Secretary), Mark Watson (Chair), David Williams (Vice-Chair)

Senate Members Absent: Laura Herndon (represented by proxy), Rebecca Morgan, Andrew Sbaraglia

Guests: Kevin Demmitt, Tim Hynes, Erin Nagel, Lisa Eichelberger, Antoinette Miller, Thomas Jackson, Chris Stotelmyer

Agenda Item	Discussion	Senate Action/Resolution/Tasks
1) Reading & Approval of Minutes	Dave Williams raised a question concerning the motion passed at the March 11, 2019, meeting stated in the minutes as: "Motion that the Faculty Senate Support the Creation of a Standing University-level Committee on Equity, Interculturalism and Inclusivity, as Outlined in the Revised Proposal Submitted by the College of Arts and Sciences Dean's Diversity Initiatives Committee on February 23, 2019." He suggested that it was not clearly stated as that at the meeting and may not be the one voted upon.	The minutes were voted upon. 8-yes, 3-no, 1-abstention. The minutes were approved as distributed.
2) Reports of President & Provost i) President's Report ii) Provost's Report	President's Report attached as Appendix A. Question regarding how the proposal for the committee on equity, interculturalism, and inclusivity would be implemented, i.e., how specifics would be addressed. E.g., proposed Faculty Handbook language for committee; appointment of a Faculty Senate member. President Hynes responded that his response is to the moral suasion of the proposal rather than the specifics. It is a university-wide activity and requires a conversation of the greater community. Provost's Report attached as Appendix B.	
3) Reports of Standing Committees	APC is developing language to change the Faculty Handbook regarding the final examination policy for short session and on-line courses. They will have the language ready for the next Senate meeting.	

FACULTY SENATE MINUTES MARCH 25, 2019

Agenda Item	Discussion	Senate Action/Resolution/Tasks
	FAC subcommittee on SEI will be meeting on April 15. A FAC subcommittee has been formed to examine how digital measures is used on campus.	
4) Special Orders		
5) Unfinished Business and General Orders		
<p>6) New Business</p> <p>a. Motion to approve new courses for FILM 2400, MKTG 4450, and MKTG 4111, as approved by the Undergraduate Curriculum Committee on March 15, 2019.</p> <p>b. Motion to approve course modifications for CMS 3310, CMS 2010, CMS/FILM 4410, and FILM 4480, as approved by the Undergraduate Curriculum Committee on March 15, 2019.</p> <p>c. Motion to approve modifications of the Corporate Communication Minor and the Media Design and Production Concentration, as approved by the Undergraduate Curriculum Committee on March 15, 2019.</p> <p>d. Policy on Rank and Promotion of Clayton State University Librarians (Attached as Appendix C.)</p>	<p>d. Thomas Jackson and Chris Stotemyer presented the proposed Policy on Rank and Promotion of Clayton State University Librarians. Librarians at CSU occupy a unique space, classified as faculty, but without opportunity for tenure or promotion. Currently, librarians at CSU are hired and do not have a path for moving through a ranking system and promotion. The attached policy proposes such a system. It is currently seen as a living document and has yet to be finalized. The committee will be moving forward with input from the new Dean.</p> <p>Discussion:</p>	<p>a. Larry Menter moved to approve new courses for FILM 2400, MKTG 4450, and MKTG 4111, as approved by the Undergraduate Curriculum Committee on March 15, 2019. The motion was seconded and passed.</p> <p>b. Deborah Gritzmacher moved to approve course modifications for CMS 3310, CMS 2010, CMS/FILM 4410, and FILM 4480, as approved by the Undergraduate Curriculum Committee on March 15, 2019. The motion was seconded and passed.</p> <p>c. Byron Jeff moved to approve modifications of the Corporate Communication Minor and the Media Design and Production Concentration, as approved by the Undergraduate Curriculum Committee on March 15, 2019. The motion was seconded and passed.</p>

Agenda Item	Discussion	Senate Action/Resolution/Tasks
<p>e. Proposed Bylaws Amendment on Senate Standing Committees (Attached as Appendix D.)</p>	<ul style="list-style-type: none"> • What part of the proposal will be an addition to the Faculty Handbook? Suggestion that it can function as an internal document for the library with parts added to the Faculty Handbook, rather than the entire document being added to the Faculty Handbook. • Is there a different way to designate/classify library faculty, e.g., clinical faculty? • Idea of professional growth and development is needed and supported. • As library faculty do not fit under current P & T policy, need to look at way of including them. • What changes need to be made to make this a final document? <p>Discussion:</p> <ul style="list-style-type: none"> • Specific language changes were suggested. Suggested changes will be forwarded to Mark Watson. • Favor definitive policies, but not top-down approaches that remove flexibility. Support for removing language related to role of deans. • Needs to be flexibility in frequency of meeting times. • Faculty Senate as oversight should assign workload. As a general practice, make the strategic objective for each committee known so that they can move forward. • Meeting times should not conflict with class schedules. • If no scheduled time, then when have something to address, difficult to get meetings scheduled in a timely manner. • Suggestion that Faculty Senate have the same expectations for attendance. Use similar language with exception of meeting schedule. 	
<p>7) Adjournment</p>		<p>The meeting adjourned at 12:11pm.</p>

Appendix A. President Report

Faculty Senate

March 25, 2019

- **Exploration of mutual mentoring models.** This is a brief summary of the application of this model used at several organizations, premised on the belief that each of us has new things to learn from others quite different than us. The president's office has shared with some members of the SGA our intention to explore ways to use such a model to help us better understand, or at least place into context, diverse student perspectives about learning. <https://www.umass.edu/tefd/mutual-mentoring-model>
- **President Trump's free speech executive order.** <https://www.insidehighered.com/news/2019/03/21/white-house-executive-order-prods-colleges-free-speech-program-level-data-and-risk> We believe that the policies and practices of the university already establish our commitment to the protection of expression rights imbedded in the First Amendment to the US Constitution. Several other commentators have also noted that this portion of the executive order likely redundant with first amendment protections in place at public universities nationally. Several other components of the order, however, will create new obligations on higher education institutions if they are put into place. Noted in the above link: "The college transparency component of the order will direct the Education Department to produce a website by 2020 that will allow student loan borrowers to view information about their loans, including their total debt, monthly payment when entering repayment and available repayment options. Betsy DeVos, the U.S. Secretary of Education, already had announced plans to create a single website for student borrowers as part of an overhaul of the federal loan servicing system. The expanded College Scorecard will include data for each certificate, degree and graduate and professional program on median earnings, median debt, graduate PLUS loan debt, parent PLUS loan debt and other metrics. The order directs the Treasury Department to work with the Education Department to produce program-level earnings data." Should these come to be implemented, it will require considerable collaborative work by the university to determine post graduate outcomes for our students.
- **Senate Proposal on Creation of a University Wide Committee on Equity, Inter-culturalism and Inclusivity** We applaud the efforts of our colleagues for the proposal found in the minutes of the last senate meeting. Implementing the proposal in final form as a university, and not simply a faculty senate/academic affairs action, will take additional consultation and refinement with the university community. We will make every effort to meet the time line included in the proposal ("We conclude with a respectful request for a timely response from administration to this motion, ideally during the initial proposal presentation/meeting, or, if further discussion is necessary, by the end of the Summer 18 semester.").
As reported by the Provost at the last senate meeting, work had already begun to address immediately changes in training requirements for search committee across campus (staff and faculty alike) on issues of inclusion and diversity. The shared work of Dr. Demmitt, Dr. Abdullah, and Mr. Byrd led to actions that will result in mandatory training for search committee chairs, members and hiring managers to ensure that searches are in compliance with all state and federal regulations and to promote a diverse and qualified applicant pool. The group believes that such training could be in place by May 1.
- **Legislative Update** Last Day of the session is still April 2 at midnight. As of Friday, formula funding and salary increases remain intact. No funding reductions were made as a result of the audit findings on retirement fund issues previously discussed with the Senate. Final votes had not been taken yet on issues related to Dual Enrollment, although it appears that if there are reductions in coverage, they will be modest.
- **Thanks and Questions**

Appendix B. Provost's Report

Faculty Senate March 25, 2019

Gateway to Completion

This past week we had 12 different faculty members, chairs and administrators participate in the Gateways to Completion Conference. I want to thank everyone who gave their time and effort to collaborate on ways to help students succeed in their entry level courses and progress towards graduation. While the focus of this conference was on specific courses, the ultimate goal is "completion." Enrollment and retention goals are just indicators of our progress towards the end post of graduating as many students as we can who are prepared for success in their chosen field. The more we achieve this goal the greater the benefit for everyone. A recent report by a congressional committee (<https://edlabor.house.gov/imo/media/doc/FINAL%20VALUE%20OF%20COLLEGE%20REPORT.pdf>) reaffirmed the value of a college degree. Graduates with a four-year degree will earn more than a million dollars more than those who have not completed a degree. And, states receive back \$4.50 in taxes and economic vitality for every \$1 they invest in education.

Students who start college but never finish often end up in debt without the earning benefit of college graduates. Students from underrepresented populations, especially first generation college students, are the most likely to fall into this category. At Clayton State, only one out of ten students who start with us will graduate in four years and only one out of three will graduate in six years. While some will go on to graduate later in life, our goal will continue to be to help as many students as we can accomplish their learning goals and graduate on time. I appreciate the work of all who are helping to achieve this central theme of our mission.

Noteworthy

- Dr. Jelani Favors was interviewed by the Chronicle of Higher Education for his recently published book *Shelter in a Time of Storm: How Black Colleges Fostered Generations of Leadership and Activism*
- The Commission on Dental Accreditation will be making a site visit to our program this week.
- Dr. Leon Prieto's first book *African American Management History: Insights on Gaining a Cooperative Advantage* will be released in June. That same month, Dr. Prieto has been invited to share his findings at the Cambridge business school's Center for Social Innovation.
- More than \$160,000 was raised during *Give 4 Dreams*. Thanks to all who helped Clayton State exceed its goal in raising dollars for scholarships, study abroad, and other academic opportunities to support students

Appendix C.

**Policy on Rank and Promotion for Clayton State University
Librarians**

Thomas Jackson Jr.
Christopher Stotemyer
Clayton State University Library

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905.00 Clayton State University Library Policy on Rank and Promotion

Avenues for professional recognition and advancement for faculty librarians are supported by Association of College & Research Libraries (ACRL) guidelines. The guidelines suggest that librarians follow similar procedures for promotion as those established for faculty members. In this context and in the spirit of Clayton State University's policy for faculty rank and promotion, the Library has adopted a similar policy for librarians. The Library policy mirrors the existing process for faculty but takes into account our unique status and contributions to the University community.

Librarians are an extension of the corps of instruction at Clayton State but are not eligible for tenure. Our policy covers promotion and rank only – no aspect of tenure is considered. Also, rank and promotion do not relate to matters of reappointment. Librarians are reappointed on an annual or fiscal basis as governed by section 200.002 of the Clayton State University Faculty Handbook.

905.00.1 Description of Librarian Ranks

The minimum requirement for all ranks is a master's degree in librarianship or information science from an ALA-accredited institution for librarians; a master's degree in a field related to archival science for archivists.

Librarian I

Librarian I is the entry-level professional rank and requires little or no previous professional experience. This rank is a career rank. Librarians must hold this rank for three years before being considered for promotion. Individuals at this rank work closely with their direct supervisor.

Librarian II

Librarian II is a career rank and individuals may hold this rank indefinitely. Individuals at this rank work with more autonomy and self-initiative than at the previous rank. They exhibit a willingness to improve their knowledge and skills. Individuals at this rank generally have non-administrative duties but can fill administrative roles as needed.

Librarian III

Librarian III is a career rank and individuals may hold this rank indefinitely. These individuals demonstrate greater initiative and autonomy. Their skills and knowledge are well-recognized and they often serve as mentors for other librarians. They may fill either administrative or non-administrative duties but are often promoted to the former.

Librarian IV

Librarian IV is the highest career rank. This rank is awarded to individuals who have contributed significantly to the library profession and to Clayton State University. They demonstrate the highest levels of expertise and depth of knowledge about the library and the profession in general. They generally hold administrative/leadership positions and advise the Dean of Libraries on library business.

905.00.2 Length of service Required for Promotion – Time in Rank

Time in rank refers to the minimum years of full-time service required before a faculty librarian can be considered for promotion to the next rank. The length of service for each rank is as follows:

Librarian II: Candidates must serve a minimum of three years at rank Librarian I to be considered for promotion to Librarian II.

Librarian III: Promotion to Librarian III requires a minimum of five years' service at Librarian II.

Librarian IV: After five years of service at Librarian III, candidates may seek promotion to Librarian IV.

Note: Librarians hired during the academic year (e.g., in January) may opt to have that year counted as a full year for purposes of both promotion and tenure. This decision must be made by the Department Chair or Dean and clearly documented in the contract at the time of hiring.

905.00.3 Notes Regarding the Appointment of Faculty Librarians

The rank upon appointment for new library faculty will be determined by the Dean of Libraries and the search committee for the position this faculty is hired for. Candidates from Libraries without a system for rank should be judged on the number of years of full-time work as a librarian and their contributions to the profession. Service to Clayton State University is an important part of librarian rank and promotion so newly hired librarians should be assigned rank with that in mind.

905.00.3.1 Appointment to the Rank of Librarian I.

Librarian I is the entry-level appointment rank and requires only the MLS or equivalent degree. Most newly hired librarians will be granted this rank.

905.00.3.2 Appointment to the Rank of Librarian II.

Appointment to Librarian II requires an MLS or equivalent degree and one or both of the following:

- a) Minimum of three years professional experience in libraries demonstrating significant contributions to the profession or,
- b) A second Master's, Doctorate, or Doctoral degree in a related field.

905.00.3.3 Appointment to the Rank of Librarian III or IV

Appointment to Librarian III or IV should be at the sole discretion of the Dean of Libraries after considering the hiring committee's recommendation.

a) Candidates should have five or more years at a rank equivalent to Librarian II or above at another institution for appointment to Librarian III, and five or more years at a rank equivalent to Librarian III for appointment to Librarian IV.

b) The candidate must show evidence of substantial contributions to librarianship.

905.00.4 “Grandfather Clause” for Current Library Faculty

Library faculty who were hired prior to the drafting/enactment of this policy deserve a smooth transition into the rank and promotion system. Librarians currently employed at Clayton State University have devoted a great many years of service on and off campus. The criteria for appointing new faculty librarians (section **905.00.3**) should guide this process.

Current faculty should also be given the freedom to choose a lesser rank even if their time and service would normally place them in a higher one. All current faculty librarians may choose to begin their service under this policy at Librarian I to experience the process from the beginning and qualify for any financial rewards that might be included with each rank.

905.00.5 Criteria for Promotion

Candidates must meet certain criteria at each rank of promotion and demonstrate significant growth from one rank to the next. The criteria for promotion are:

- a) Consistency in job performance as evidenced by performance evaluations and,
- b) Professional development in one or more of the following areas:

Service to Clayton State University and the Library

These are group and individual endeavors that promote the success and well-being of Clayton State University students or employees. Generally, involvement in any activities that would further the objectives of the University or the Library are included. Specific activities include but are not limited to:

- Committee service
- Support to student organizations and/or campus activities
- Coordination of department, school, college or university-wide programs
- Management of department, college or university-wide budgets
- Contributions to system or regional accreditation programs
- Contributions to the improvement of campus life
- Contributions to the improvement of community life related to one’s discipline
- Participation in community activities and organizations which enhance CSU’s image
- Participation in collaborative instruction

- Noteworthy application of technology to a course or class
- Directing individual student research (over a semester or more)
- Peer or mentor evaluation of instruction sessions
- Development of new grant proposals, contracts or fellowship applications
- Receipt of new grants, fellowships or contracts

Professional activities outside the Library/University

Work with local, state, regional, and national level professional organizations. Including active involvement in professional societies as a member, committee member or officer, as well as attendance at professional, scholarly, or technical meetings, workshops, and conferences; consulting services to other libraries, archives, or academic institutions; service as a professional advisor to special programs or projects sponsored by scholarly organizations, consortia, or interdisciplinary academic groups; and outstanding achievements or promise as evidenced by awards, fellowships, grants, instruction, or editorial activity. Other activities:

- Presentations before learned societies, professional organizations or public institutions
- Consulting or other applications of professional expertise
- Professional licenses or certifications
- Participation in professional development training related to one's discipline, scholarship and/or creative activities

Research or other creative activities

Contributing to research, professional publications, or education in librarianship, archival studies, one's academic specialty, or a related field. Examples include:

- Presenter of papers, lectures, demonstrations, or poster sessions given at professional meetings
- Participation in other creative activities related to the librarian/archivist's specialization
- Creator of substantial processes, computer programs, software, or apparatus useful in library or archival operations
- Member or intern on an editorial board reviewing publications for a professional library journal, panels judging grant proposals, or juries judging art work or performing artists (i.e., consultant or judge in area of professional expertise)
- Author of substantial in-house print or electronic publications, such as annotated bibliographies, indexes, finding aids, databases, retention schedules or catalogs for public distribution
- Recipient of fellowships, grants, awards or other special honors for research or instruction
- Author of grant proposals for a project related to librarianship/archival science
- Instructor for a course in librarianship or archival science
- Consulting or other applications of professional expertise
- Honors and awards for research, scholarship or other creative activities

- Development of professional applications of technology
- Author of articles, chapters, reports, books, media productions, annotated bibliographies, or critical review**

**It is important to note that publishing and research are NOT required activities for librarians seeking promotion but possible avenues for interested individuals.

Service to the community

Service to the community involves participation in activities outside the University that help to carry forth the University's service to the community, or that enhance the image of the University to the community. Activities include: serving as a consultant, teaching, or otherwise extending one's knowledge to the public; participation in civic or community activities, such as committee work, holding an office, or volunteer work. Other activities include:

- Direct participation in K-12 school activities
- Presentations before public institutions
- Consulting or other applications of professional expertise

Additionally, candidates must meet length-of-service requirements as outlined in section **905.00.2**. Some candidates may be recommended for early promotion if they demonstrate outstanding abilities and development.

The committee for promotion is encouraged to develop a rubric for grading candidates. Except for consistent job performance, candidates will vary greatly in their interests and achievements.

905.00.6 Explanation of Promotion Criteria

Job Performance/Disciplinary Warnings

Evidence of successful job performance is taken from the annual evaluations. Candidates are expected to successfully perform their core duties and meet the goals they have made for themselves. Remarks made by the candidate's supervisor should be salutary overall. Warnings and/or notes concerning disciplinary actions could adversely affect a candidate's chances for promotion. An evaluation summary will be included in the performance evaluation to grade overall performance.

905.00.7 Evidence to Support Promotion Criteria

1. Letters or other documentation from colleagues, subordinates, or supervisors
2. Letters or other documentation from students, faculty, or other library users
3. Letters or other documentation from sources outside the university
4. Brief descriptions of committees, governing bodies, projects, workshops, or programs with copies of any reports or results appended

5. Reports or other documentation generated from activities
6. Candidate's statement of membership in organizations or continuing education activity
7. Evidence of courses or degrees completed
8. Copies of publications or citations to publications
9. Candidate's statement of participation in an activity
10. Any documentation or evidence of professional development and excellence (e.g. awards, honors, or certificates)

905.00.8 Promotion Process and Timeline

The promotion process begins just before the start of a new fiscal year. New librarians should be given these guidelines during orientation so they can begin discussing opportunities for progress with their supervisor.

Nomination

The chair of the current Promotion Committee will solicit nominations for promotion in May of every year. If there are nominees, the current chair will also send promotion guidelines and a timetable to each candidate. A candidate may ask in writing to not be considered.

Librarians may self-nominate or be nominated by a peer, supervisor, department head, the dean of libraries, or the provost. Once it is known that candidates will be seeking promotion, the Dean of Libraries will establish the Promotion Committee (see **Promotion Committee** below).

Letters of Reference

Once the new Promotion Committee has convened and selected a chairperson, the committee will ask each candidate for a letter of reference. References should provide evidence of professional growth in one of the criteria for promotion from 905.00.5.

Portfolio

Candidates who have accepted nomination and provided a reference are ready for the next step. The Promotion Committee will ask each candidate to supply a print or electronic portfolio that documents the candidate's readiness for promotion. The portfolio should include the following:

1. A table of contents.
2. A letter of application which explains why the candidate feels he/she is ready for promotion. [Must include a statement granting the Committee permission to view previous evaluations from the candidate's personnel file].
3. A resume.
4. Current job description and last evaluation.
5. Highlights of the candidate's professional experience.
6. A chronological description of the candidate's service to the University/Library.

7. A chronological description of the candidate's professional and educational activities.
8. A chronological description of the candidate's contributions to research or other creative activities.
9. A chronological description of the candidate's service to the community.
10. A listing of documentation for the above criteria.
11. Supplementary materials.

Electronic portfolios can be submitted via URL or on portable media.

Decision

The Committee's discussions and deliberations are confidential but the committee may seek the opinion of the Dean of Libraries at any time. The Committee will review documents and discuss each candidate until a unanimous decision is made. The final decision is given to the Dean of Libraries for review and approval.

If a candidate is denied, the committee is encourage to make specific recommendations on how the candidate can improve. It is in the Library's best interest for each librarian to elevate themselves professionally.

Appeals

A candidate may file a written appeal with the Dean of Libraries and Associate Provost if the candidate has a serious and good faith disagreement with a decision. Candidates must file an appeal within five business days of being notified of the decision. The chair of the previous year's Promotion Committee may act as an informal advisor for the candidate regarding the appeals process. If the chair is not available then another past committee member may assist the candidate.

The Dean of Libraries and Associate Provost will form an Appeal Committee to review the decision. This Committee will consist of five members who will be selected as follows:

1. One member designated by the Dean of Libraries and Associate Provost
2. One member of the Committee on Promotion to present the position of the Committee
3. One member designated by the candidate
4. Two members selected by the first three members

The Appeal Committee will select a chair from among its members. The chair will arrange for the appellant to have a hearing before the Committee within ten working days of the Committee's establishment. At this hearing the appellant may:

- Explain omissions or inaccuracies in the evidence presented to the Committee on Promotion, or;
- Present documentation of a failure to apply correctly the guidelines on the part of the Committee on Promotion, or;

- Outline procedural irregularities which may have affected the dossier's review.

The Appeal Committee will have access to relevant records and can call any witnesses that it deems necessary to complete its deliberations.

Committee proceedings will be conducted in strict confidence. Voting will be by written ballot, and decisions will be determined by majority vote.

Within ten working days of the hearing, the Appeal Committee will inform the University Librarian and Associate Provost in writing of its vote and the reasons for the decision. At this time, the Appeal Committee will also inform the appellant and the Committee on Promotion of the decision. The University Librarian and Associate Provost will contact the appellant within ten working days of the date of the notification letter to arrange for a meeting to discuss the decision.

When the Appeal Committee has recommended that the candidate be promoted, the University Librarian and Associate Provost will transmit to the Senior Vice President for Academic Affairs and Provost the Appeal Committee's decision, his or her earlier decision, the Committee on Promotion's decision, and all supporting evidence. When the Appeal Committee has upheld the decision of the University Librarian and Associate Provost and the Committee on Promotion, the matter of the candidate's promotion at this time will be closed.

Timeline

ACTION	DATE
Any librarian or archivist at Librarian I who has not been promoted by the end of their sixth year of employment will be notified by their direct supervisor and/or the Dean of Libraries that an attempt is mandatory.	TBD
Candidate makes request to apply for promotion (to Dean of Libraries)	TBD
Any Librarian or Archivist at Librarian I who has not begun the promotion process by May 7 must meet with their direct supervisor and/or the Dean of Libraries to discuss a course of remedy due to extenuating circumstances or end of employment contract.	TBD
Candidate receives approval and a request for documents (form letter signed by Dean of Libraries) Candidate is denied with recommendations for reapplication	TBD
Dean of Libraries appoints committee chair and coordinates with Provost Committee chair forms committee and reports roster to the Dean of Libraries and Candidate	TBD
Candidate submits documents to committee	TBD
Committee sends recommendation to Dean of Libraries and Provost	TBD
Dean of Libraries informs candidate of promotion decision	TBD
Appeal of Denial Process	TBD
Appeal Process Begins	TBD
Appeal Hearing	TBD
Appeal decision given to Dean of Libraries, Provost and Appellant	TBD
Dean of Libraries arranges meeting with Appellant to discuss decision	TBD
Dean of Libraries forwards recommendation to Provost	TBD
Promotion effective	TBD

905.00.9 Promotion Committee

Function

The Committee on Promotion is responsible for assessing a candidate's readiness for promotion and recommends a course of action based on their assessment. The Committee works closely with the Dean of Libraries during the promotion process.

Composition, Eligibility, and Appointment

Three Librarians holding the rank Librarian II or above make up the committee. Each member should have at least two years' experience at Clayton State University by the start of their term. The three Librarians will invite two members from the Clayton State community outside the Library to take part.

At least one member of the committee should be at a rank higher than any candidate being considered for promotion. If none are available, the Dean of Libraries will adjudicate that candidate's promotion or permit the current committee to proceed.

Ideally each librarian/archivist in the Library will have a chance to rotate on and off the committee. This will provide a familiarity with the process and hopefully encourage Librarians to seek promotion. The Dean of Libraries will appoint three new members in May of each year. A sitting member of the committee may not be considered for promotion during their tenure on the committee.

Transition between Committees

Since a new promotion cycle begins before the appointment of a new Committee, the chair of the outgoing Committee is responsible for the items on the Timetable due before July 1. This includes soliciting nominations for promotion and sending the promotion procedures to nominees. The incoming Committee will have its first meeting by the first week in July, select a chairperson, and handle the rest of the promotion cycle.

905.00.10 Handling Promotions before the Committee can be Formed

The first few years after the policy is implemented will be transitional and there may not be enough librarians with rank to form a committee. Until a proper committee can be formed, any decisions concerning rank and promotion for librarians should be made by a team consisting of the candidate's supervisor, the Dean of Libraries, and three members to be chosen from the following:

1. A member of the Clayton State University Community familiar with the library's responsibilities to the campus and greater community (e.g. Archival Studies faculty).
2. A librarian with at least five to ten years of service at Clayton State.
3. A faculty member from the academic unit that the candidate is liaison for.
4. A member of SELA or GLA that holds rank from another library and is approved by the Dean of Libraries and/or the Provost.

Appendix D.

Proposed Faculty Bylaws Amendment

CSU Faculty Bylaws (revised April 2018):

<http://www.clayton.edu/Portals/2/Faculty-Bylaws-April2018.pdf>

D. Standing Committees (p.6)

Current

f. Committee membership brings with it the expectation of a willingness and ability to serve. Each committee will establish policies and procedures on absences from meetings, including procedures for replacement

Proposed

f. Committee membership brings with it the expectation of a willingness and ability to serve. ~~Each committee will establish policies and procedures on absences from meetings, including procedures for replacement.~~ Each committee shall meet within the first month of the academic year and elect a chair. Each committee shall meet at least monthly during fall and spring semesters, and meeting dates shall be announced to the faculty via email and at a meeting of the faculty senate. Minutes of standing committee meetings shall be publicly distributed to the general faculty via email or by posting on the university website in a timely fashion. Committee members failing to attend two meetings shall be replaced at the discretion of the committee chair in consultation with the dean of the member's academic unit. Replacements shall be chosen in a timely fashion by the dean or by a special election of the faculty, at the discretion of the dean.