Principal Changes for Unit Library Faculty Member Terms and Conditions of Employment, Beginning January 1, 2012
The majority of changes in the interim terms reflect the division of the faculty into three ranks:

- Professorial Ranks
- Lecturer Ranks
- Librarian Ranks
Appointment, Workload and Rank
Appointment

- Appointments for new positions must use new rank system.

- FY13 appointment notices for continuing faculty will use the new ranks.
  - Assistant Librarian
  - Associate Librarian
  - Librarian
    - Library Faculty with academic rank/tenure track status may elect to retain rank by August 31, 2012.
Workload

- Workload policies for librarians must be reviewed and reissued by August 1, 2012.

- Librarians who opt to retain rank of assistant, associate or full professor will be evaluated using performance standards for duties inherent in the academic rank, even though assignments may focus primarily on instructional or professional librarian duties.
Librarian Ranks

• Assistant Librarian, Associate Librarian and Librarian;

• Workload: no change in hours, but duties center on librarian functions – reference to classroom instruction has been eliminated;

• Eligible for change in ranks, with 8% increase from Assistant Librarian to Associate Librarian and 10% for Associate Librarian to Librarian;

• Compensation practices remain the same as at present;

• Librarians may have dual appointments and hold both librarian and professorial rank; each portion of the appointment will be evaluated on the standards.
Changes in Rank for Librarian Ranks

• Requests for change in rank are reviewed and determined administratively.
  o Requests are submitted to department heads for recommendations, which are forwarded to deans or vice presidents and finally to the president.

• Deadlines for request for changes in rank
  o Application to supervisor by October 5.
  o Employee notified by April 1.
  o Approved change in rank is effective with next annual appointment notice.
Evaluation
Evaluation

- Annual evaluations will proceed under 2011 evaluation standards.

- FY 13 performance raises will be based upon the average of the annual ratings from 2010 through 2012, inclusive.
  - Faculty members with less than three years service will average available years.
Evaluation (continued)

- Evaluation for librarian ranks will be focus upon progress towards accomplishing agreed upon performance goals focused upon results obtained rather than tasks undertaken.
  - Criteria for evaluating performance include:
    - Job knowledge, skills, and overall performance
    - Customer service
    - Teamwork and interpersonal relations
    - Initiative and creativity
    - Supporting and furthering the mission of the library and institution,
    - Supervisory or managerial skills (when applicable).
  - Evaluation schedule starts March 15 & completed by May 5.
Salary Policy
FY13 Salary Policy

• FY13 salary policy will be distributed under the interim terms:
  o Average performance ratings from last two years with this year’s rating in order to derive a three year performance average;

• Statements of performance expectations for librarians must be complete August 1, 2012,
Self-Support

Self-support contracts for classes that started after January 1, 2012, were amended to compensate at 8% of salary base per 3 credit course.

- Self-support courses that do not make required enrollment one week before start may be offered with lower compensation if instructor agrees.
Miscellaneous
Consulting

Full-time faculty members with librarian rank may be allowed no more than 4 days in any single month for paid consulting that benefits the institution.

- Requests for authorization to consult must be submitted prior to entering into a consulting contract that:
  - will be performed during the term of the primary, e.g., 9 or 10 month, contract or
  - when required under the conflict of interest policy or
  - when the consulting agreement requires the consultant to waive patent or intellectual property rights.
- Consulting may not interfere with discharge of primary responsibilities.
- Consulting that might present a conflict of interest may be permitted under a conflict management plan.
Disputes

• The interim terms eliminate provisions permitting faculty to obtain informal explanations for denial of a change in rank, and require that disagreements involving such actions be addressed through the grievance procedures.
• Any dispute involving reductions in force must be brought through grievance procedures.
• Grievance procedures clarified and disciplinary procedures reworded and reorganized, but not fundamentally changed.
  o Except that faculty may invoke assistance from a COHE peer review panel to challenge placement of written warnings in personnel files.
Effective December 15, 2011, the substance of the Board of Regents Intellectual Property Policy is under review, and recommendations for its revision will be submitted to the Board of Regents when the Board convenes for its March 28-29, 2012 meeting.
Performance/Conflict of Interest

Matters governing the standard of performance and conflicts of interest will be regulated exclusively through Board Policy.

- Board Policy No. 4:14(2) replaces Appendix E (Performance Deficiencies and Unacceptable Conduct)
- Board Policy No. 4:38 replaces Appendix G (Statement Concerning Faculty Expectations)
- Board Policy No. 4:11(3) and (4) replaces Appendix O (Promotion Standards),
- Board Policy No. 4:10(3) replaces Appendix P (Tenure Standards),
- Board Policy No. 4:32 replaces Appendix Q (Investigator Financial Disclosure)
- Board Policy No. 4:34 replaces Appendix R (Conflict of Interest)
Academic Freedom

Effective January 1, 2012, Article XIV, stating standards for Academic Freedom, will become Article III, and all sections between Articles III and XIV will be renumbered. Changes include:

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Questions