

## **The Libraries**

### **I. Mission and Values**

#### **Mission**

Western Libraries connects—people to people, people to place, people to learning.

#### **Values**

- We reach for excellence in performance and relationships.
- We strive for integrity, trust, and respect for each other and those we serve.
- We embrace the challenges of the evolving landscape as opportunities for the future and we honor the traditional roles of academic libraries.
- We protect intellectual freedom and provide equal and open access.
- We are integral to the teaching and learning process.
- We respond to the needs of our users.

### **II. Organization and Governance**

The Western Libraries consist of the Wilson Library/Haggard Hall Complex, the Music Library located in the Performing Arts Center, the Map Library located in Arntzen Hall, and the Center for Pacific Northwest Studies and University Archives and Records Center located in the Goltz-Murray Archives Building. Each department/unit within the Libraries has a head or manager serving as the chief representative of the department/unit within the Libraries.

The Dean of Libraries functions as administrator, planner, leader, and spokesperson for the Libraries, reporting to the Provost/Vice President for Academic Affairs. The Dean is the representative of the faculty and staff of the Libraries to the University administration and other units of the University.

The Assistant Dean of Public Services and the Head of Library Administrative Services provide support to the Dean and serve as Dean in the absence of the Dean.

The faculty serves as an advisory body for the Dean, reviews the Western Libraries Unit Evaluation Plan, and approves the Libraries' academic program. The Department Heads Advisory Group serves as an advisory council to the Dean, especially addressing issues and policies that impact more than one department or program.

Faculty participation in the governance of the Libraries is conducted by the following committees: the Western Libraries Curriculum Committee, and the Library Faculty Personnel Committee.

#### **A. Western Libraries Curriculum Committee**

##### **Function**

The Western Libraries Curriculum Committee will have jurisdiction over the curriculum of Western Libraries. The Curriculum Committee will review all proposed revisions of the curriculum and will make recommendations for the structure and content of the core courses. The committee will also be responsible for the review of all courses before their submission to the Academic Coordinating Commission (ACC) of the Graduate Council.

##### **Membership**

The Western Libraries Curriculum Committee will consist of: the Instruction Coordinator (Chair), the Assistant Dean of Public Services, the elected Academic Coordinating Commission Library representative and one Library faculty, and may include one staff representative from Instruction & Research Services and one student.

#### **B. Library Faculty Personnel Committee**

##### **Function**

The Library Faculty Personnel Committee (LFPC) is charged with:

- Summarizing individual written library faculty evaluations and recording the departmental vote for a candidate's promotion and tenure, tenure only,

retention, or, in the case of the Professional Performance/Development Review, the votes for Satisfactory, Superior, or Unsatisfactory in each of the three areas of review;

- Creating a calendar for the review process;
- Sending letters to the candidates with the calendar and the expectations for the process;
- Sending a reminder to the library faculty on the candidates who are up for review and the calendar, e.g. when letters are due to the Dean's administrative assistant.

### **Membership**

The Library Faculty Personnel Committee will be comprised of three to four members of the tenured faculty, appointed by the Dean of Libraries.

## **III. Professional Qualifications, Appointments**

Regarding scholarly and professional qualifications, terms and kinds of appointments, and annual evaluation of non-tenured faculty members, see sections 7 and 8 in the faculty Collective Bargaining Agreement. Regarding library faculty categories, types and ranks, see section 2 of the Western Libraries Unit Evaluation Plan.

## **IV. Evaluation Procedures**

The Western Libraries Unit Evaluation Plan describes the criteria, procedures, and responsibilities for evaluation. Further reference can be found in Sections 7 and 8 of the faculty Collective Bargaining Agreement.

### **A. Annual Evaluation of Probationary Faculty**

All probationary faculty are evaluated annually in the areas of librarianship, scholarship, and service according to the provisions of the Western Libraries Unit Evaluation Plan. Tenured faculty are required to participate in the review process; tenure-track, non-tenure track, and limited-term faculty are invited but not

required to participate. The Dean of Libraries prepares a letter of evaluation which summarizes the evaluations of the faculty and includes the faculty's assessment of the probationary faculty member's progress toward meeting expectations and contributions to the department.

**B. Non-Tenure Track Faculty**

Non-tenure track faculty are evaluated by the Dean of Libraries on the basis of expectations and duties defined in the Letter of Offer. The evaluation is conducted according to provisions of the Western Libraries Unit Evaluation Plan. The Dean summarizes the evaluation in a letter given to the candidate and to the Provost/Vice President for Academic Affairs.

**C. Tenure and Promotion**

Regarding eligibility for tenure, procedure for tenure and promotion, appeal of a negative tenure recommendation, and tenure evaluation outcomes, see section 7 of the faculty Collective Bargaining Agreement and section 5 of the Western Libraries Unit Evaluation Plan.

Consideration for tenure and/or promotion may be initiated by the individual or the Dean.

**D. Post Tenure Review**

All tenured faculty are reviewed through a formal process in accordance with the faculty Collective Bargaining Agreement, specified in the Western Libraries Unit Evaluation Plan. Performance must be at least satisfactory in the areas of librarianship, scholarship, and service. Failure to achieve a satisfactory final evaluation for librarianship for two consecutive reviews may result in action under the Disciplinary Action section (Section 18) of the faculty Collective Bargaining Agreement and/or forfeiture of all seniority within rank.

*Sept. 11, 2009*