

Procedures for the Library's Department Personnel Committee

1. Initial Meeting of the Department Personnel Committee

- a. The DPC meets as soon as the Provost distributes the Timetable for Evaluation document in the fall.
- b. They elect the Chair at the first meeting.

2. Library Faculty Evaluations

- a. When an applicant submits a file, the Chair of the DPC notifies all Unit A faculty members that the file is available for study and indicates the date that the DPC will meet to discuss that file.
- b. The DPC Chair invites Unit A faculty to submit their personal evaluations of the applicant to the committee before their meeting.
- c. Evaluation forms are available in the DPC files in the 3rd floor conference room or from the Administrative Assistant.
- d. Completed forms are either placed in the applicants' file or given to the DPC Chair.
- e. Evaluations/recommendations from library faculty remain in the DPC file and are not sent forward with the applicant's file.
- f. Copies of the evaluations are given to the applicant.

3. Department Personnel Committee Files

- a. The Chair of the Departmental Personnel Committee creates a file for each applicant for retention, promotion, tenure, or professional achievement award each time they apply.
- b. The DPC Chair is responsible for seeing that all files are completed during the year.
- c. Each file includes:
 - i. Applicant's Table of Contents (copy from applicant's file)
 - ii. Applicant's Outline (copy from applicant's file)
 - iii. Recommendations/evaluations from individual library faculty
 - iv. Copies of the DPC evaluation
 - v. List of DPC members with chair noted
- d. Each file is labeled with:
 - i. DPC File and Fiscal Year
 - ii. Applicant's name
 - iii. Reason for application (PY year, tenure, promotion, etc.)
Example: DPC File FY99
 Sarducci, Antonio PY4
- e. Files are stored in the Library Administration Office.
- f. A folder with the application criteria and current procedures will be permanently placed with the DPC Files.

4. Participation Exceptions

- a. Department Personnel Committee members may not evaluate themselves or members of their immediate families.

- b. In the event that a committee member is excused from the evaluation, an alternate fills in to retain the five-member committee.
- c. The Library Faculty Committee of the Whole elects the alternate during its September meeting.
- d. The alternate is elected for a one-year term.

5. Portfolio Evaluation

- a. The members of the DPC review the entire file and the comments from library faculty members.
- b. During the committee meeting, members discuss the applicant's file and vote to recommend or not recommend.
- c. The opinion of the majority of the committee is written into the evaluation. Although the narrative evaluation may include phrases to indicate that the vote of the committee was unanimous, other outcomes are not reflected in the narrative.
- d. Committee members select a recorder to write the narrative evaluation, which is based on the observations of committee members and on submitted evaluations.
- e. The recorder writes the evaluation and submits the draft to the other members for their review.
- f. Once the committee reaches consensus on the text of the narrative evaluation, the recorder adds the text to the downloaded evaluation form currently located on the "Administrative Forms" site.
- g. The recorder delivers the completed form to the committee Chair.

6. Responsibilities of the Chair of the Department Personnel Committee

- a. Early in the academic year, the Chair contacts each candidate for retention, promotion, tenure, and PAA offering copies of the Evaluation Criteria and offering workshops or personal assistance with the file.
- b. The Chair checks on and updates the folder with the application criteria and current procedures document that is permanently housed with the DPC Files.
- c. The Chair delivers the completed DPC evaluation form to the candidate and discusses the committee's evaluation.
- d. The Chair is responsible for obtaining the candidate's signature on the transmittal sheet and returning it to the application folder.
- e. The Chair makes copies of all required documents for the applicant's file and the DPC file (See Section 2: Department Personnel Committee Files).
- f. The Chair forwards the file to the Dean of Libraries by the date required for "DPC to Chair/Director" set forth in the "Schedule of Evaluation for Retention, Promotion, Tenure, and PAA" section of the "University Timetable and Recommendations" document.
- g. Once the DPC has completed its evaluation and forwarded the file, the Chair will offer each applicant the opportunity to meet with the committee to discuss ways to improve the design and format of their portfolio.