

CALIFORNIA STATE UNIVERSITY, LONG BEACH  
**POLICY ON**  
**RETENTION, TENURE, AND PROMOTION**  
**UNIVERSITY LIBRARY**

Approved by Library Faculty 5/02.  
Revision [IV. D.] Approved by Library Faculty 9/03.  
Revision [Appendix 1] Approved by Library Faculty 7/05.

## I. Preamble

The *University Library: Policy on Retention, Tenure, and Promotion* documents the procedures and establishes the professional standards and criteria for evaluating the probationary and tenured full-time faculty of the University Library. This document conforms to the provisions of the *University Policy on Retention, Tenure, and Promotion (Policy Statement 96-12)* and the *Collective Bargaining Agreement Between the Board of Trustees of The California State University and The California Faculty Association - Unit 3 -Faculty* (This Memorandum of Understanding is referred to as the MOU). All library faculty should be familiar with all sections of the University Policy (PS 96-12) as well as this Library document. In order to facilitate understanding for all library faculty this Library policy document uses the same headings, sections, and numbering as the university document. In addition, all library faculty should be familiar with the latest edition of the *Faculty Handbook* which includes important information including the University Mission Statement.

## II. Responsibilities

### A. Candidates

All candidates for RTP actions have the primary responsibility for gathering, preparing, and presenting evidence of their accomplishments in such a way as to permit full evaluation of these accomplishments. Candidates are encouraged to seek advice and guidance on the RTP process from experienced colleagues, former RTP Committee (sometimes referred to as the Committee) members, and the Chair of the Library Faculty. All candidates for RTP actions will be notified by the Vice President for Academic Affairs. Candidates who are notified by the Vice President for Academic Affairs of eligibility for **promotion** must respond in writing to the Dean if they do not wish to be considered. The librarian electing to not be considered for promotion in any year will still be eligible to seek promotion in any subsequent academic year.

#### 1. Files

Files must be submitted to the Library Administrative Office for logging and date/time stamping and must be in by the date specified in the RTP calendar. Once files are logged the RTP Committee Chair will be notified as to their availability.

Files will be kept in the administrative office and may be removed only for review by committee members. The files must be returned to the administrative office by 5PM of each day. Candidate files will be structured as indicated in Appendix 1 "Arrangement of the Dossier." Additional materials may not be added to a file after the deadline for

submission has passed. Exceptions will be made in the following cases:

- evidence of acceptance for publication of work reported as submitted
- published reviews of cited work
- notice of completion of an advanced degree.

An open file period allows for the submission of materials to the candidates' files from persons other than the candidate. Information provided during the open period must be submitted with signature to the Library RTP Committee Chair, with a copy to the candidate. The open file period is announced by the Vice President for Academic Affairs and the list of candidates shall be posted by the University Library.

## **2. Response**

The candidate will be provided a copy of the recommendations at all levels of review and will be given **at least** seven (7) calendar days following receipt of the recommendation to respond if desired. A response is not required and is entirely up to the candidate. The candidate may submit a response and/or request a meeting to discuss the recommendations prior to forwarding of the file to the next level of review; however, forwarding the file must comply with the dates specified by the Office of Academic Personnel. The candidate's written response, if any, will be forwarded with the file and recommendations.

## **B. Department**

The University Library does not have any organizational units analogous to the academic department at this time; therefore, these functions are subsumed under the College responsibilities.

## **C. College: University Library**

The mission of the University and the mission of the University Library are key elements in the evaluation of the performance and accomplishments of library faculty. All faculty should be familiar with the University Mission Statement which can be found in the Faculty Handbook. The University Library Mission Statement is included below.

Mission Statement: University Library November 1998

The University Library at California State University, Long Beach was established to provide direct support for the educational mission of the university through selecting, organizing, preserving, and disseminating recorded knowledge in all its formats and manifestations. The organization also provides the human, print, and digital resources necessary for the campus community to locate, retrieve, and evaluate information effectively. The Library maintains collections that promote free inquiry and intellectual development, provides instruction in the information gathering and evaluation process, and thus has a lasting and beneficial impact on the lives of CSULB students.

## **1. Library RTP Document**

The standards and criteria developed for evaluating library candidates are fully described in Section III.A. below. These standards were developed in consideration of the mission of the University and the mission of the University Library. Candidates should carefully

consider this mission statement included above in preparing their submissions. This Library RTP Document is subject to ratification by a majority of tenured and probationary library faculty members voting, and to approval by the Dean of the University Library and the Vice President for Academic Affairs.

## **2. Library RTP Committee**

### **a. Responsibilities**

The Library RTP Committee has the primary responsibility for evaluating the work of the candidates in all areas. It makes the initial recommendation to the University regarding retention, tenure and promotion within the deadlines set by the University Administration, PS96-12 and this RTP document.

### **b. Composition and Selection**

All tenured full-time library faculty are eligible to serve on the Library RTP Committee with the exception of:

- the Dean
- HEERA (Higher Education Employer-Employee Relations Act) managers
- Library faculty who are being considered for any RTP review
- FERP (Faculty Early Retirement Program) faculty members
- PRTB (Pre-Retirement Reduction in Time Base) faculty members.

The Committee shall consist of three library faculty elected to serve staggered two year terms. New members shall be elected in April by a secret ballot of the tenured and tenure-track full-time library faculty including FERP and PTRB. Election to the RTP Committee is by a majority of the tenured and tenure-track full-time library faculty who vote, and the term of office begins on July 1. Members of the Committee can be re-elected for one additional consecutive term.

If there are not enough eligible library faculty, then faculty from outside the Library shall be elected. The library faculty shall nominate possible ad hoc candidates (excluding faculty involved as candidates in the RTP process). The Chair of the Library RTP Committee shall contact these nominees as to their willingness to serve. The names of those willing to serve shall be presented by ballot to the library faculty for election. There shall be at least one more candidate than positions to be filled. Committee members must have a higher rank than the candidate being considered for promotion and may not serve during a year in which they are themselves are candidates for promotion. Persons on leave shall not serve on the Committee.

The Committee shall choose one member to serve as Chair and another to serve as Secretary. In Committee deliberations, a quorum shall consist of all three members of the Committee. A majority constitutes approval by the Committee and abstention shall be counted as a negative vote. Vacancies on the Committee shall be filled through normal procedures as outlined by the faculty constitution.

### **c. Calendar**

The Library RTP Committee will set the Committee Calendar to meet the time lines and constraints established in the University RTP Calendar announced annually by the President. If any stage of the review is not completed within the specified period of time, the review will automatically move to the next level of review, or the

appropriate academic administrator, for review and recommendation, and the candidate will be so notified. The candidate shall not be penalized for any such procedural delays.

**d. Workshops**

The Library RTP Committee shall conduct one or more workshops for the eligible candidates as early as possible in the RTP calendar, but not later than the end of the Spring semester preceding consideration. The purpose of such workshops is to acquaint candidates and new Committee members with scheduling policy, evaluation criteria, and to provide guidelines for preparing RTP files.

**e. Procedures**

The Library RTP Committee will meet to review all librarians under consideration for retention, tenure, and promotion. This review will include examination and evaluation of each candidate's file and supporting documentation. The Committee may return materials for amplification and conduct interviews with the candidate at its discretion as long as time lines are not altered. When the Committee has completed its recommendation, the Chair will send a copy, including reasons for its recommendation and a summary of evidence, to the candidate. The candidate will be given an opportunity for response if he/she desires. The Committee will consider any response received, make revisions to its recommendations if appropriate, and forward the complete file to the Vice President for Academic Affairs via the Dean of the University Library.

**3. Library Dean**

The Dean of the University Library (hereafter Dean) performs an evaluative role parallel to that of the Library RTP Committee and forwards an independent recommendation to the Vice President for Academic Affairs. The Dean may also seek the advice of external evaluators, as described in Section II.C.4., below. The Dean provides a copy of her/his recommendation to the Chair of the Library RTP Committee and to the candidate.

The Dean shall provide general oversight of the RTP process within the University Library by assisting and instructing the Chair of the Library Faculty in her/his role in the process, and encouraging the library faculty to develop and clarify their expectations for faculty performance. The Dean will also discuss the process and its requirements with candidates early in their careers and at regular intervals thereafter.

The Dean is responsible for providing each new librarian with copies of the *University RTP Document PS 96-12*, the current *Library Policy on Retention, Tenure, and Promotion*, and a copy of the current *Faculty Handbook*. In addition, all library faculty will be provided with copies of all changes or revisions to these documents.

**4. External Evaluation**

University policy provides for external review and evaluation of a candidate's materials. The request for such external evaluation may be initiated at any level of review by the candidate, the Library RTP Committee, the Library Dean, or the Provost. The request for such an evaluation, which must be documented as to circumstances requiring it, the specific criteria involved, and the nature of materials needing evaluation by an external reviewer, must be approved by the Provost, with the concurrence of the candidate. See

*University Procedures for External Evaluation (PS86-07)* which can be found in the *Faculty Handbook*.

#### **D. Vice President for Academic Affairs**

The Vice President for Academic Affairs receives and reviews all materials submitted by prior levels of review and provides general oversight of the RTP process including establishing the annual calendar of the RTP cycle. The Vice President for Academic Affairs determines which library faculty are eligible for retention, tenure, and/or promotion and, via the Dean, notifies each candidate individually as well as the Chair of the Library RTP Committee.

#### **E. President**

The President has the authority to make final decisions for the University with respect to retention, tenure, and promotion.

### **III. Criteria and Evaluation**

**A. Criteria.** Candidates should note that the essential and enhanced items listed in all sections below are neither ranked nor listed in any hierarchical manner. Concerning application of the essential or enhanced criteria in each section the candidate should refer to sections IV. A through IV. F. Candidates are also reminded that the quality of their work as well as the quantity is important in evaluating their achievements. See section B.1.a. Evaluation of Achievement.

#### **1. Librarianship and Instructionally Related Activities.**

**a. Reference and Instruction.** The following items include elements found in the most current version of the following policies and procedures approved by the library faculty: Competencies Needed by Librarians; Reference Procedures Manual; Basic Training Guidelines for New Electronic Products; Standard Base of Knowledge Sources for Training; Instruction Policies. Each of the essential elements listed below must be addressed by the candidate even when there may have been no activity. In the event of the latter, the candidate must briefly explain the reason for an omission.

##### **i. essential**

1. work the appropriate number of assigned desk hours including nights, weekends;
2. provide an approachable helpful demeanor at reference desk;
3. have familiarity with sources noted in University Library "Standard Base of Knowledge..." document;
4. assist library users with basic search strategy, printing, emailing and downloading of all electronic products and services;
5. provide instruction for electronic products or unique printed sources (e.g. Chem Abs.) in assigned subject areas;
6. prepare and conduct lectures requested by instructional faculty;
7. provide evidence of favorable response from students/faculty attending lectures demonstrated by evaluations, faculty letters, memos, etc.
8. provide consultations;
9. prepare required guides, and/or handouts;

10. work in a collegial manner with faculty and staff;
11. complete subject and other web pages as assigned.

ii. **enhanced.** The criteria listed below should build on the essential elements listed above. The items listed are examples and should not be considered inclusive of all possible enhanced activities.

1. volunteer to work desk hours in addition to those assigned;
2. show evidence of heavy workload as indicated by reference, lecture and consultation statistics;
3. make pedagogical improvements as demonstrated by a unique or new approach to instruction;
4. provide workshops/lectures outside subject areas;
5. sponsor electronic products outside subject area;
6. attend workshops, seminars, programs that address better teaching methods, new methods of instruction, etc.;
7. attend workshops, etc. provided by professional organizations that result in more effective reference, instructional skills;
8. volunteer for lectures in addition to those requested by instructional faculty (e.g. focusing on a single product open to any all campus members);
9. initiate new methods and procedures for providing reference and instructional services;
10. serve as backup for instruction and reference in the event of a colleague's absence.

**b. Collection Development and Management.** The following items include elements found in the most current version of Policies and Procedures for Collection Development. Each of the essential elements listed below must be addressed by the candidate even when there may have been no activity. In the event of the latter, the candidate must briefly explain the reason for the omission.

i. **essential**

1. maintain up-to-date collection in assigned areas;
2. have basic familiarity with all sources in assigned subject areas;
3. consult with subject faculty with regard to appropriate collection development issues;
4. weed as necessary;
5. provide assistance/consult with technical services when necessary regarding collection organization, cataloging, etc.;
6. perform regular review of book decision area including reference decision and damaged books shelves;
7. perform regular review of approval books and forms;
8. maintain a balanced overall collections/material budget consistently spending appropriations without infringing on other funds;
9. consult standard bibliographies e.g. Choice;
10. provide the necessary information for program reviews and accreditation reports;
11. consult with other librarians with regard to collection development and management;

12. regularly review and revise approval profiles and journal selections as necessary.

ii. **enhanced.** The criteria listed below should build on the essential elements listed above. The items listed are examples and should not be considered inclusive of all possible enhanced activities.

1. maintain and share knowledge of print versus electronic sources;
2. attend workshops/seminars related to collection development;
3. work with vendors to provide quality collection;
4. meet with instructional faculty, library reps, etc. to ascertain efficacy of the collection;
5. provide evidence of initiation, unique approach or merit with regard to collection development and management;
6. maintain a comprehensive evaluation of the collection indicating appropriate levels of scholarship;
7. demonstrate an effort to obtain outside funding (grants, etc.) for the collection;
8. serve as backup for collection development and management in the event of a colleague's extended absence.

c. **Professional Development.** Each of the essential elements listed below must be addressed by the candidate even when there may have been no activity. In the event of the latter, the candidate must briefly explain the reason for the omission.

i. **essential**

1. hold membership in professional organizations at local, state, national or international level;
2. attend in-house training workshops or demonstrate a level of competency on all products and/or sources;
3. keep up-to-date with library science literature;
4. attend in-house meetings, discussions of library related issues;
5. regularly attend faculty meetings.

ii. **enhanced.** The criteria listed below must build on the essential elements listed above. The items listed are examples and should not be considered inclusive of all possible enhanced activities.

1. attend association conferences related to library science or job assignment;
2. actively participate in professional organizations at local, state, national or international level;
3. provide leadership (offices) in professional organizations at local, state, national or international level;
4. provide workshops on library or subject related topics;
5. keep up-to-date with literature in subject areas in addition to library science literature;
6. attend campus and other workshops/institutes/seminars related to teaching, research and other professional activities;
7. provide presentations on information learned at workshops, etc.

## 2. **Scholarly and creative activities.**

a. **essential.** Each candidate must develop a research agenda that includes one or

more of the following:

1. submit articles or reviews in any medium;
2. conduct workshops/programs or poster sessions at local, state, national or international meetings;
3. present papers at a library science or subject related meeting/conference;
4. apply for grants;
5. introduce application of a new or unique software or other technological medium.

b. **enhanced.** The criteria listed below should build on the essential elements listed above. The items listed are examples and should not be considered inclusive of all possible enhanced activities.

1. publish in a refereed journal in library science or subject related discipline;
2. publish a monograph;
3. develop an electronic publication;
4. complete a sabbatical project with follow up report;
5. provide workshops/seminars;
6. present a refereed or invited paper;
7. attend professional development meetings;
8. serve on editorial boards or as editor of a publication;
9. receive and/or implement grant for professional purposes.

3. **Professional Service.** Each of the essential elements listed below must be addressed by the candidate even when there may have been no activity. In the event of the latter, the candidate should briefly explain the reason for the omission.

a. **essential**

1. actively participate in library governance;
2. hold membership in professional associations;
3. apply or accept the nomination for library or campus committees/councils.

b. **enhanced.** The criteria listed below should build on the essential elements listed above. The items listed are examples and should not be considered inclusive of all possible enhanced activities.

1. actively participate in campus governance;
2. provide leadership in library and campus committees/councils;
3. provide leadership in professional associations;
4. actively participate (committees, task force,) in professional organizations;
5. mentor students;
6. sponsor or advise student groups;
7. serve the community via professionally-related activities (i.e. workshops, speeches, articles, etc.) [PS 96-12, III.A.3.b. paragraph 2].

## **B. Evaluation**

Essential and enhanced criteria are described in more detail in Sections III.A.1 through III.A.3. above. Owing to the individuality of each librarian's career path, candidates are not expected to meet every essential criterion. However candidates are expected to address in their dossier all essential criteria. If a candidate did not meet an essential criterion, the candidate should briefly address why (e.g. due to the nature of their individual job assignments, professional activities, etc.) it was not met.

The degree to which candidates address enhanced criteria may vary depending on the level of action (retention, tenure or promotion) commissioned to the Library RTP Committee. Additionally, candidates are not required to document each and every essential or enhancing criterion as presented in the order described in sections III.A.1 through III.A.3 above. That sub-level of organization is left up to the candidate.

## **1. General Principles**

### **a. Evaluation of Achievement**

The quality of work and activities are the most important elements considered in evaluating achievement. Quantity and productivity of activities and aggregate workload may also be judged as variables affecting outcomes and quality of work. Continued acquisition and development of new skills will also be a marker of achievement. Both essential and enhancing criteria are evaluated in the context of the mission of the library (see Mission Statement II.C.) and of the professional interests of the librarian.

### **b. Professional Data Sheet (PDS)**

Each candidate must submit a *Professional Data Sheet* for all levels of the RTP process. All information must be provided chronologically with relevant dates of activities addressing the three broad areas of Librarianship; Scholarly and Creative Activities; and Service.

### **c. Candidate Narrative**

Candidates shall present a concise written *Narrative Description* describing their work in each of the three major sections to be evaluated. The narrative shall act as a guide to reviewers in understanding the librarian's professional activities, goals, and values as they relate to the essential and enhancing criteria. All supporting materials should be referenced and clearly explained in Supporting Documentation. In organizing and structuring both the Narrative Description and Supporting Documentation, candidates should see Appendix 1 for specific organization and structure.

### **d. Candidate Progressive Development**

Within their Narrative Descriptions, candidates should emphasize examples which they believe represent their best efforts, and should explain why these may be regarded as significant contributions. Reviewers shall give particular attention to the quality of these best examples. Progressive development should be the central organizing element in the candidate's narrative.

### **e. Candidate Uniqueness**

Recognizing varying professional responsibilities and career histories, the Library RTP Committee shall take into account the differing strengths, achievements, career stages, and competencies of librarians when evaluating files. Candidates for retention, tenure, or promotion will not need to mirror one another. Candidates who fulfill the requirements for retention, tenure and advancement may enhance their achievements in very different ways.

### **f. New Technologies**

Because the standards and methods of evaluating new media and technologies are rapidly changing and evolving, the candidate bears primary responsibility for explaining the significance of activities that employ these tools. The candidate

should provide explanation as to the amount of effort in these activities and evidence as to whether these productions are essential or enhanced. (See PS96-12, section III.B.1.e for further criteria and discussion).

## 2. **Librarianship and Instructionally Related Activities**

### a. **Evaluation**

The focus in the evaluation of these activities should be in terms of their quality, breadth and level of knowledge, continued progression or development, initiative, uniqueness, innovation, and effectiveness and outcomes. Quantity of an activity will not be evaluated in and of itself, but will be weighed as a variable of factors mentioned in this paragraph.

### b. **Evidence**

The candidate will be evaluated from the following two sources:

- i. The candidate's dossier and supporting documentation will constitute the primary evidence by which the candidate is evaluated.
- ii. Evidence of peer, faculty, student, or community evaluation of reference and instructional activities will also be examined by the Library RTP Committee. This will be accomplished in at least one of the following ways:
  - (a). The candidate will include written letters or evaluations commenting on instructional performance (reference, lectures, consultations, presentations, etc.)
  - (b). Candidate will appoint a two-person Ad Hoc Peer Review Subcommittee to observe and evaluate at least one hour of reference work and at least one lecture, seminar or workshop. Selection of review times will be left up to the Library RTP Committee. The Subcommittee may consist of any combination of faculty personnel, including members of the RTP Committee if the candidate so desires. The Library RTP Committee will not directly observe a candidate's reference work or classroom instruction unless invited to be part of the Peer Review Subcommittee by the candidate. The Subcommittee report will be given to the candidate within 14 calendar days of its completion. The candidate may then place the Subcommittee report into their supporting Documentation for full Library RTP Committee review.

## 3. **Scholarly and Creative Activities.** *(See section III.A.2 for description of Scholarly*

### a. **Evaluation**

These activities shall be judged on their quality, contributions to librarianship or area of librarian's specialization, refereed status, dissemination, amount of research effort involved, and whether activity was co-authored or co-produced. Indicators of continued growth or advancement in scholarly activities shall be a factor evaluated by the RTP Committee.

### b. **Evidence**

1. Committee shall only review evidence described in the candidate's written Narrative and presented in Supporting Documentation. The Committee shall only evaluate scholarly and creative activities initiated, produced, completed or published during the period of review.
2. In rare instances the Committee may request external (non-CSULB) reviewers to evaluate candidate's published written work. Such action will be taken in

consultation with the candidate and shall be consistent with PS 86-07, University Procedure for External Reviewers. (See also section II.C.4 above).

4. **Professional Service.** *(See section III.A.3 for description of Professional Service).*

a. **Evaluation**

Professional Service shall be examined in light of its relatedness to Librarianship or the librarian's professional focus or specialization. It must contribute to the profession, mission of the university, or benefit the surrounding community. The extent and level of the candidate's involvement will also be assessed.

b. **Evidence**

Supporting documents providing evidence of invitation, description of programs, letters of acknowledgment, or other written evidence of participation will assist Committee in assessing nature of service.

**IV. Retention, Tenure, and Levels of Appointment and Promotion.**

**A. Retention**

Retention decisions are made for tenure-track librarians during their probationary period. Retention will be recommended for probationary librarians upon completion of a favorable performance review. To receive a favorable review the candidate will have presented evidence of satisfactory performance in the areas of review *and shall demonstrate a potential for continued growth*. Consideration will be given to the length of service, particularly in the area of professional service. While a probationary librarian may not have achievements for all of the essential criteria in each of the three areas of review, they should demonstrate satisfactory performance for those essential criteria met and should show significant growth and development commensurate with rank and service.

**B. Tenure**

Tenure recommendations are the most important decisions made by the Library RTP Committee because the Library and the University are making a long-term commitment to the librarian. Tenure is recommended for those probationary librarians who have satisfactorily addressed all essential criteria in Librarianship and Instructionally Related Activities, Scholarly and Creative Activities, and Professional Service. In addition to satisfactory performance of the essential criteria in each of the three areas of review, it is expected that the candidate will demonstrate fulfillment of several of the enhancing criteria in one or more of the three areas. As in all levels of review the evaluation will focus on the quality of the performance and accomplishments, and will look for the continued and sustained professional growth and development expected of senior librarians.

**C. Early Tenure and/or Promotion**

Early tenure and/or promotion are granted only in exceptional circumstances and for compelling reasons. Early tenure and/or promotion must be requested by the candidate in writing and a file must be submitted on or before the annual deadline established on the University calendar.

1. **Early Tenure**

Library criteria and evaluation for early tenure are identical to the University criteria and evaluation. (See University PS 96-12 IV.C.1)

## 2. **Early Promotion**

Library criteria and evaluation for early promotion are identical to the University criteria and evaluation. (See University PS 96-12 IV.C.2)

## **D. Assistant Librarian/Senior Assistant Librarian**

### 1. **Assistant Librarian**

The Assistant Librarian rank is not used for tenure track appointments, but is intended for temporary full and part-time librarian positions. The appointee shall hold the MLS degree or its equivalent from an ALA accredited program and shall have accomplishments in or demonstrated potential for effective librarianship.

### 2. **Senior Assistant Librarian**

All appointees to this rank shall hold the MLS degree or its equivalent from an ALA accredited program, shall have the appropriate subject degree (or other qualifying experience) for the post, and accomplishments in or demonstrated potential for effective librarianship. Tenure-track appointees will also have accomplishments in or demonstrated potential for scholarship and professional

## **E. Associate Librarian**

Candidates for promotion to Associate Librarian will not only have satisfactory performance of the essential elements of the three areas of review, but will demonstrate significant enhancing contributions. There should be demonstrated professional growth and development in all areas of review, and there should be evidence that the quality of performance reflects this growth through enhanced contributions in all categories.

## **F. Librarian**

Candidates for promotion to Librarian will demonstrate all of the qualities required for Associate Librarian, but will be expected to demonstrate a high level of sustained growth and development in all areas. Quality is the most important characteristic of this rank and should be a significant feature in the essential elements of Librarianship, Scholarship and Service. Candidates will have a record of enhancing accomplishments for all areas of review. At this level there is a heightened expectation that the candidate will be sharing their experience as senior librarians through a program of service, and academic leadership should be characteristic of this level.

## **G. Joint Appointments**

Procedures for joint appointment of librarians will be worked out among the Dean, the appropriate dean, and the appointee. The joint appointee will be provided with a clear and written set of guidelines for RTP review and the appropriate RTP Committees will be provided the same documents.

## **V. Adoption and Amendments**

- A. This document shall be adopted by a majority of votes cast by the full-time probationary and tenure track librarians on secret ballot.
- B. Amendments may be initiated by a petition signed by twenty percent (20%) of the librarians designated in section V.A. above.
- C. Upon receipt of petition, Chair of the Library Faculty shall call a meeting of Library

Faculty to discuss the proposed amendment(s) and the Committee on Committees shall issue a mail ballot to librarians. Approval of amendments shall win a majority of votes cast by librarians designated in section V.A. above.

## **VI. Appendices\***

1. *Organization and Structure*
2. *California State University, Long Beach Standards for Librarians+*
3. *Reference Procedures Manual*
4. *Basic Training Guidelines for New Electronic Products*
5. *Standard Base of Knowledge Sources for Training*
6. *Policies and Procedures for Collection Development*
7. *University Policy Statement (PS96-12) "Policy on Retention, Tenure, and Promotion*  
(Approved by President, June 14, 1996) <http://www.csulb.edu/~senate/Policies/96-12.html>
8. *Faculty Handbook*. California State University, Long Beach,  
<http://www.csulb.edu/divisions/acadaffs/Personnel/personnel.html>

\*Candidates should obtain the most recent copies of the documents listed. All documents are available electronically.

+ Revised Competencies Needed by Librarians [Approved by Library Faculty 9/12/05]

Appendix 1: Organization and Structure  
Structure for Candidate's Portfolio, Narrative Description,  
and Supporting Documentation \*\*\*

**Volume One**

- Letter of Intent (prepared by Candidate indicating action, e.g. promotion, retention) \*\*
- Table of Contents with pagination \*\*
- Candidate Status Sheet (provided by Academic Affairs Office) \*
- Current Library Assignment Letter \*\*
- All previous CSULB evaluations and recommendations (“mini-reviews” and RTP recommendations) \*\*
- Open File period Letters of Support & Index of Materials \*
- Professional Data Sheet (instructions provided by Academic Affairs Office) \*  
Note: Continuous pagination begins
- Narrative: \*

I. Librarianship and Instructionally Related Activities

A. Reference and Instruction

1. Essential Criteria
2. Enhancing Criteria

B. Subject Collection Development, Organization & Management

1. Essential Criteria
2. Enhanced Criteria

C. Professional Development

1. Essential Criteria
2. Enhanced Criteria

II. Scholarly and Creative Activities

1. Essential Criteria
2. Enhanced Criteria

III. Professional Service

1. Essential Criteria
2. Enhanced Criteria

- Index of supplemental materials (listing every document with “numbering” preference) \*

Examples of numbering:

- Attachment 1, Attachment 2, Attachment 3, etc.
- 1, 2, 3, 4, 5, etc. (written in pencil)

**Volume Two \*\***

- Letter of Intent (copy)
- Table of Contents (copy)
- Index of supplemental materials (copy)
- Supporting Documentation/Supplemental Materials (either numbered attachments or continuous pagination from vol. 1)
- Library RTP Policy +
- University RTP Policy +

+ Candidates should obtain the most recent copies of the documents listed. All documents are available electronically.

\* Documents placed in Official Personnel File in Academic Personnel

\*\* Documents normally returned to the candidate following the review

\*\*\* All files/binders should have the name of the candidate and University Library on the cover and spine of the binder.

**Revised by RTP Committee July 5, 2005**  
**Approved by Library Faculty July 11, 2005**