



CALIFORNIA  
STATE  
UNIVERSITY,  
FRESNO

## MEMORANDUM

DATE: May 23, 2007

TO: Kimberley Robles Smith  
Library Faculty Chair

FROM: John D. Welty  
President

A handwritten signature in black ink, appearing to read 'John D. Welty', written over the printed name and title.

RE: Off Year or Abbreviated RTP Review Process

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I have reviewed the proposed Procedures for Periodic Review of Probationary Faculty from the Henry Madden Library and authorize the implementation of the procedures as proposed in the attached document beginning in Fall 2007. I have asked that the Office of Academic Personnel ensure that each probationary faculty member in the library receive notification that the attached procedures for Off Year or Abbreviated RTP Review Process have been approved.

Thank you for your attention to this matter.

JDW:nlp

### Attachments

c: ✓Jeri Echeverria, Provost and Vice President for Academic Affairs  
Janette Redd Williams, Associate Vice President for Academic Personnel  
Peter McDonald, Dean, Henry Madden Library

Office of  
the President

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**Procedures for Periodic Review of Probationary Faculty  
Henry Madden Library**

1. The Henry Madden Library will adhere to timelines for Periodic Review of probationary faculty as specified each year in the Academic Personnel Calendar.
2. Periodic Reviews of probationary faculty shall be conducted by the department peer review committee that conducts RTP Reviews, which shall be elected in accordance with the Policy on Retention and Tenure, APM 325.

Department Level

3. On or before the date specified in the Academic Personnel Calendar, probationary faculty members who are subject to Periodic Review shall submit a summary file to the department peer review committee. The summary file shall consist of the following:
  - a. Updated curriculum vitae;
  - b. A set of tables listing the requirements of the faculty member's approved Probationary Plan, annotated to show progress-to-date on each requirement. This set of tables should be adapted from the attached sample, and shall include, without limitation:
    - i. A compilation of data sufficient to assess progress on requirements under the Professional Effectiveness section of the Probationary Plan; and
    - ii. A compilation of data sufficient to assess progress on Professional Development, Research, and Scholarly Activities section of the Probationary Plan; and
    - iii. A compilation of data sufficient to assess progress on requirements under the University and Community Service section of the Probationary Plan.

This set of tables shall also be incorporated in the RTP Reviews.

4. Other than the materials specified above, no other documentation shall be requested or required.
5. The Library Faculty peer review committee shall review the probationary faculty member's summary file and produce a written Report of Periodic Review on the form provided by Academic Personnel Services (see attached). The Report shall briefly set forth the committee's assessment of the faculty member's progress toward tenure, with supporting rationale. A copy of the Report of Periodic Review shall be provided to the faculty member on or before the due date specified by the Academic Personnel Calendar.
6. The probationary faculty member may submit a response or rebuttal to the Report of Periodic Review within seven (7) calendar days after its issuance. The rebuttal or response shall not exceed one typewritten page, and shall be submitted directly to the chair of the peer review committee.
7. The Library Faculty peer review committee shall forward the following materials to the dean on the due date specified by the Academic Personnel Calendar:
  - a. The faculty member's summary file;
  - b. The department peer review committee's Report of Periodic Review;

- c. The faculty member's response or rebuttal, if any.

College or School Level

8. The dean shall review the forwarded materials and produce a written Report of Periodic Review on the form provided by Academic Personnel Services (see attached). The Report shall briefly set forth the dean's assessment of the faculty member's progress toward tenure, with supporting rationale. A copy of the dean's Report of Periodic Review shall be transmitted to the faculty member on or before the due date specified by the Academic Personnel Calendar.
9. The probationary faculty member may submit a response or rebuttal to the dean's Report of Periodic Review within seven (7) calendar days after its issuance. The rebuttal or response shall not exceed one typewritten page in length, and shall be submitted to the dean's office.
10. On or before the due date specified by the Academic Personnel Calendar a copy of the following materials shall be provided to Academic Personnel Services, and the following original materials shall be placed in the faculty member's Open Personnel File in accordance with CBA Article 11, Personnel Files:
  - a. The faculty member's summary file;
  - b. The department peer review committee's Report of Periodic Review;
  - c. The faculty member's response or rebuttal, if any;
  - d. The dean's Report of Periodic Review; and
  - e. The faculty member's response or rebuttal, if any.
11. In years in which a probationary faculty member is subject to RTP Review, all materials from prior Periodic Reviews (as listed in paragraph 10) shall be included in the appropriate section the RTP File.

SAMPLE SET OF TABLES FOLLOWS

# MADDEN LIBRARY SAMPLE TABLES FOR OFF-YEAR PERIODIC REVIEW OF PROBATIONARY FACULTY

Probationary faculty members shall modify the sample tables to reflect the expectations of their individual plans.

In addition to using these tables for off-year review, probationary faculty shall also update them and incorporate them in their regular RTP binders as summary pages at the front of the appropriate major sections.

## PROFESSIONAL EFFECTIVENESS

### Scholarship of Application, Integration, and Teaching

Librarianship is a highly interdisciplinary profession. Theory and knowledge gained through the scholarships of discovery, integration and teaching from a wide range of disciplines are integrated and applied in the practice and scholarship of librarianship.

#### Library Standards and Expectations

Professional effectiveness is the primary criterion for retention and tenure. It is expected that the librarian will demonstrate the continually strengthen the skills and attributes necessary to be a successful member of the Library Faculty. These include technical and interpersonal communication skills, knowledge of library methods, command of areas of specialization, judgment, leadership, consistency of performance, and ability to relate these functions to the goals of the Library and University. The faculty member is also expected to contribute to the overall functioning of the Library and its services.

*Cut and paste areas of responsibility from approved probationary plan.*

<b>List and Briefly Describe Activities and Accomplishments</b>

# PROFESSIONAL GROWTH, SCHOLARLY AND CREATIVE ACTIVITIES

## Scholarly/Creative Activities, Including the Scholarship of Discovery

### Library Standards and Expectations

*Cut and paste from approved probationary plan.*

*The Library Faculty member is expected to engage in scholarly or creative activities that contribute to the profession. Examples of such activities, which may be accomplished alone or with others, include:*

1. *Making presentations at conferences or seminars.*
2. *Publishing articles in professional publications (including Web-based journals).*
3. *Publishing or editing books or chapters in books.*
4. *Developing and submitting proposals for grants.*
5. *Developing projects or proposals which further library services, such as distance learning or consortial arrangements.*
6. *Other scholarly or creative projects resulting in a product that may be published or distributed in a variety of formats.*

### Publications

Date Published or Status	Citation

### Presentations

Date	Presenter/s	Conference etc.	Title

### Grant Writing

Grant Title	Date	Role (PI, wrote, implemented)	Funding Agency	Private, State or National	Amount Requested	Proposal Funded?

**Other Creative or Scholarly Work as Specified in Probationary Plan**

Date	Description

**Professional Awards**

Date	Award Name and Description

# PROFESSIONAL DEVELOPMENT

## Professional Affiliations

### Library Standards and Expectations

*Cut and paste from approved probationary plan.*

*The Library Faculty member is expected to maintain membership in appropriate professional organizations, including any divisions, sections, etc., at any geographic level (local, state, national etc.). The faculty member is expected to participate in and document an active role in professional organizations during the probationary period. Examples of appropriate activities within these organizations include:*

- 1. Serving as an officer or representative*
- 2. Serving on committees or on special projects*
- 3. Serving as an editor for an organization's journal or newsletter*
- 4. Contributing book or product reviews on a regular basis to professional journals/newsletters*

Professional Affiliation	Dates	Responsibilities

## Professional Growth

### Library Standards and Expectations

*Cut and paste from approved probationary plan.*

*Library Faculty members are expected to engage in a program of professional growth and development to enhance knowledge and understanding related to their areas of responsibility as well as other areas of interest. Particular weight will be given to activities that strengthen knowledge and expertise in areas related to professional responsibilities. It is expected that faculty members will participate in professional development activities each year. Such activities include:*

- 1. Attendance at conferences, workshops, and seminars, etc.*
- 2. Study beyond the terminal degree.*

Date	Description of Professional Development Activity (Meetings, Workshops, Conferences, etc.)



# UNIVERSITY AND COMMUNITY SERVICE

## Library and University Committees

### Library Standards and Expectations

*Cut and paste from approved probationary plan.*

1. *It is expected that the faculty member will participate and document activities during the probation period, such as:*
  - ♦ *service on Library committees, taskforces, or projects*
  - ♦ *service as an officer of the Library Faculty*
  
2. *It is expected that the faculty member will seek appointment/run for election to some university level committee during the probationary period, so that there will be involvement at the university level.*

<b>Date Served</b>	<b>Level (Library or University)</b>	<b>Name of Committee</b>	<b>Responsibilities/Position</b>

## Community Service

### Library Standards and Expectations

*Cut and paste from approved probationary plan.*

*During the probationary period, the faculty member is expected to be involved in community service activities.*

<b>Date of Activity</b>	<b>Project or Organization</b>	<b>Description</b>