

University of Maryland Guidelines for Appointment, Promotion, and Permanent Status of Library Faculty

Appointment, Promotion and Permanent Status Committee, a Standing Committee of the
Library Assembly

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Introduction

This guidebook is intended to clarify the implementation of policies and procedures governing the preparation of candidates' dossiers and the review process. The information that follows is derived from the [University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty](#) [BOR-II 1.00(B) Amended May 2, 2018] and the University of Maryland [APT Manual and Guidelines](#) provides more specific detail on the procedures for compiling a dossier and for handling specific aspects of the Appointment, Promotion and Permanent Status (APPS) process. The formal policy and the electronic form of these guidelines are posted on the [APPSC website](#). Questions regarding APPS procedures and policies may be directed to members of the Appointment Promotion and Permanent Status Committee (henceforth referred to as APPSC) via e-mail at library-appsc@umd.edu. Current APPSC membership is listed on the committee website.

The award of permanent status or promotion is a milestone in a library faculty member's professional life and represents a significant commitment by the university. The library faculty want librarians applying for promotion and permanent status to succeed, and offer them opportunities for support throughout the process in the form of mentoring, library research funds, professional development funds, advice from colleagues and supervisors, and the performance review committee (PRC). The review for promotion and permanent status is the university's primary means for ensuring a productive and accomplished library faculty befitting an outstanding research university. Library faculty are expected to demonstrate accomplishment in three areas: (1) librarianship; (2) service; and (3) research, scholarship and/or creativity. Librarianship is considered foremost among the three, with service and research, scholarship and/or creativity also important considerations in making promotion and permanent status recommendations.

The candidate's dossier forms the basis for review at all levels. It is therefore extremely important that it include all relevant information for making the case for promotion and/or permanent status in a form that will be clear to evaluators both within and outside the Libraries. Although librarianship is always the most important of the three areas, service and research, scholarship, and/or creativity are increasingly important as candidates advance through the ranks.

Important Dates for Promotion and Permanent Status can be found at the [APPSC website](#).

Definitions

The following terms are used throughout this document:

- **Advisory Subcommittee:** A subgroup of voting-eligible faculty who gather information for the review and author the Evaluative Report, which they sign. The candidate's supervisor and mentor are not eligible for service on the ASC.
- **APPS Policy:** Campus policy document formally titled [University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty](#) [BOR-II 1.00(B) Amended May 2, 2018]
- **APPSC:** The Appointment, Promotion, and Permanent Status Committee (APPSC), which coordinates the procedures governed by the University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty.
- **Candidate:** the library faculty member applying for promotion and/or permanent status.
- **Dossier:** A compilation of materials for a candidate's application for permanent status and/or promotion. Each dossier contains the following 6 major sections: Transmittal Form, Evaluative Statements, Personal Statement, Curriculum Vitae (CV), External Letters of Assessment, and Appendices to the Dossier.
- **Eligible Faculty:** The body of library faculty members who are authorized to consider and vote on candidates for appointment or promotion to the rank of Librarian III or Librarian IV. For consideration of Librarians III, the eligible faculty are Librarians III with permanent status and Librarians IV. For consideration of Librarians IV, the eligible faculty are Librarians IV. A candidate's supervisor is not considered a member of the eligible faculty because they write an independent assessment of the candidate, although the supervisor is allowed to speak at the meeting of eligible faculty.
- **Performance Review Committee:** The committee consisting of the candidate's supervisor and at least two or three library faculty with permanent status who provide an assessment of a librarian's work and progress toward promotion. If the supervisor does not already have permanent status, the PRC must include an additional member of the eligible faculty. A librarian without permanent status is required to have a performance review committee. A librarian with permanent status is not required to have a committee but might find one helpful in monitoring their progress toward further promotion. It is recommended that PRCs be comprised of at least one eligible faculty member who is familiar with the librarian's area of work within the unit or department and another eligible faculty member who works elsewhere in the Libraries. The librarian's mentor is also a member of the PRC. For further information, see [University of Maryland Libraries Permanent Status Permanent Status Track Faculty Annual Performance and Merit Review Policy](#).
- **Quorum:** Percentage of eligible faculty needed to conduct a valid vote on whether to award appointment, promotion, or permanent status. The quorum is 75%.
- **Rank:** In addition to their job titles, all UMD librarians in the permanent status track have a faculty rank of I to IV, with IV the highest rank.
- **Rank at Appointment:** The initial rank, based on professional experience and achievement, assigned to each newly-hired UMD librarian. Appointment at the rank of

Librarian I or II does not come with permanent status. Appointment at the rank of Librarian III may be with or without permanent status. Appointment at the rank of Librarian IV automatically comes with permanent status.

- Transmittal Form: A cover sheet that accompanies every promotion dossier and includes employment information about the candidate, a list of dossier contents, and places to record review decisions as the dossier moves forward.

On Library Faculty Ranks

Description of Library Faculty Ranks

Each full or part-time permanent status and permanent status track UMD librarian holds a functional position title based on their core assignment. In addition, each librarian holds a faculty rank commensurate with their level of professional experience and achievement. The expectations for higher ranks are cumulative. Each advance in rank adds additional expectations to the previous description.

The only library faculty ranks that may involve a permanent status commitment are Librarian III and Librarian IV. Those granted permanent status in the rank of Librarian II before February 16, 2004, shall continue to hold permanent status at that rank.

The following shall be the minimum qualifications for appointment or promotion to the library faculty ranks in use by the University of Maryland Libraries, as defined by the [University System Policy on Appointment, Rank, and Tenure of Faculty](#) (II-1.00). Each rank requires a master's degree from an American Library Association (ALA) accredited program (or a program recognized by ALA), or a graduate degree in another field where appropriate.

Librarian I

This is an entry-level rank, assigned to librarians with little or no professional library experience, but who have been judged to have demonstrated an understanding of the basic tenets of librarianship and a potential for professional growth. This rank does not confer permanent status.

Librarian II

Librarians at this rank have demonstrated professional development evidenced by achievement of a specialization in a subject, service, technical, administrative, or other area of value to the library. Normally, this rank requires a minimum of three years of professional experience, plus achievements in service and research, scholarship, and/or creativity befitting the rank. This rank does not confer permanent status. Librarian II is equated with the rank of Assistant Professor.

Librarian III

Librarians at this rank have demonstrated a high level of competence in performing professional duties requiring specialized knowledge or experience. Normally, this rank requires a minimum of six years of professional experience, three of which must be at a level comparable to the rank of

Librarian II, plus achievements in service and research, scholarship, and/or creativity befitting the rank. Librarians at this rank shall have been involved in mentoring and providing developmental opportunities for their colleagues and shall have shown promise of continued productivity in librarianship, service, and research, scholarship, and/or creativity. Promotion to this rank from within the Libraries confers permanent status; appointment to this rank from outside the Libraries may confer permanent status. Librarian III is equated with the rank of Associate Professor.

Librarian IV

Librarians at this rank have demonstrated superior performance at the highest levels of specialized work and professional responsibility. Normally, this rank requires a minimum of nine years of professional experience, at least three of which must be at a level comparable to the rank of Librarian III, plus achievements in librarianship, service, and research, scholarship, and/or creativity befitting the rank. Librarians at this rank have shown evidence of and demonstrate promise for continued contribution in valuable service and significant research, scholarship and/or creativity. Such achievement must include leadership roles and have resulted in the attainment of recognition in the Libraries and at the campus, state, regional, national, or international level. This rank confers permanent status. Librarian IV is equated with the rank of Professor.

Librarian Emerita/us

Librarians III and Librarians IV who have served as members of the Library Faculty of the University of Maryland for the equivalent of ten or more years of full-time service and who give to the Dean of Libraries proper written notice of their intention to retire, are eligible for nomination to emerita/emeritus status. Only in exceptional circumstances may faculty with less than the equivalent of ten years of full-time service be recommended for emerita/emeritus status. A candidate for emerita/emeritus status shall have demonstrated meritorious accomplishment in the areas of librarianship, service, and research/scholarship/creativity throughout their entire career.

Rank at Initial Appointment

Requirements for establishing rank at initial appointment appear in Section 4 of the [University of Maryland Policy On Appointment, Promotion, and Permanent Status of Library Faculty](#). Effective July 1, 2019, the following guidelines will be followed to determine rank at initial appointment for all new faculty appointments:

1. Libraries Human Resources (hereafter, LHR) informs each search committee for library faculty positions of the need to contact APPSC.
2. As soon as candidates are selected for in-person interviews, but before letters of reference are requested, LHR forwards the candidate's CV (or resume), cover letter/letters of application, and their list of references/evaluators to APPSC.
3. LHR, using a template provided by APPSC, sends each candidate selected for in-person interviews a letter explaining the appointment, promotion, and permanent status process at the UMD Libraries and inviting questions to be addressed by APPSC. APPSC receives a copy of this letter.

4. LHR sends APPSC a list of candidates and an interview schedule as soon as they are available.
5. APPSC reviews the CV, cover letter, and reference list prior to the candidate's in-person interview. APPSC representatives meet with the in-person interview candidates and review with them the expectations of faculty members at UMD Libraries. If APPSC has questions about materials submitted by the candidate, they will ask the candidate for clarification at the interview, allowing five business days for receipt of additional materials.
6. An APPSC representative prepares a report on the candidate for members of APPSC.
7. APPSC members confer and recommend rank and status. APPSC members are not required to reach consensus on rankings. In instances where members do not reach consensus, all member recommendations are shared with the Dean of Libraries, along with all arguments; the Dean will make a final decision for rank upon appointment. If the rank on appointment is Librarian I, Librarian II or Librarian III without permanent status, no further action is needed. If the recommended rank is Librarian III with permanent status or Librarian IV (a rank that automatically confers permanent status), the rank must be confirmed by a vote of the eligible faculty. Any appointment with permanent status also requires the approval of the Provost and President.
8. Those recommendations are communicated to the Dean of Libraries and, following approval, the Head of LHR or designee.

For Candidates

For each application for promotion, the candidate provides a dossier for evaluation. The two major elements provided by the candidate at every stage are a personal statement and a CV. Between them they should document the candidate's case for promotion.

Candidate's Personal Statement (signed and dated)

The personal statement is critical because it is the vehicle with which the candidate makes their case for promotion and/or permanent status. Candidates are encouraged to be thoughtful and thorough in composing their personal statements. In the personal statement, the candidate offers a personal perspective on their career as it pertains to the areas of librarianship, service, and research, scholarship and/or creativity. The personal statement should clearly illustrate accomplishments and focus on the impact and significance of the candidate's work, both within UMD and to the outside professional and/or scholarly community.

The statement should reflect the fact that librarianship is foremost among the three areas, although service and research/scholarship/creativity are also important. These statements should be relatively short, no more than five pages in length, avoid specialized jargon and acronyms, and be directed toward readers who may not be specialists in the candidate's field. The personal statement must be dated and signed by the candidate.

Candidates are strongly encouraged to view [sample dossiers](#) including personal statements, available online from the [Appointment, Promotion, and Permanent Status Committee](#) (APPSC). They are also encouraged to have their mentor, members of their Performance Review Committee (PRC), and other colleagues from outside of their area of expertise review their Personal Statement for clarity and to ensure their work can be understood by individuals in other units of the Libraries and as the dossier moves forward through additional levels of review.

Curriculum Vitae (signed and dated)

The Curriculum Vitae (CV) should present an accurate, concise portrait of the candidate's achievements and should be organized according to the three areas on which candidates will be evaluated: 1) Librarianship, 2) Service, and 3) Research, scholarship, and/or creativity.

The candidate's CV, when submitted, should be signed and dated to certify that it is accurate and current. The CV will be included in each request for external evaluation.

CV Template

For more information about details to include on the CV, check with your supervisor/PRC and consult the [sample dossiers](#) available from APPSC. The CV should include the following information, in the order shown:

1. Personal Information

List name, library department and division (for campus joint appointments, indicate percentage of each), current rank, year of University appointment to current rank, and educational background (including institutions, dates and degrees).

2. Employment history (in reverse chronological order)

Employment background should include sufficient textual content to describe levels of professional competency.

3. Service and Outreach

For each organization or committee, include the full name of the organization/committee, the term of service, office held, and whether elected or appointed. Candidates are encouraged to clearly explain their level of contribution in service activities, so as to answer the question "what were your unique contributions to committee x?"

- A. Library
- B. Campus
- C. Professional

- D. Other
- E. Service awards and honors

4. Research, Scholarship, and/or Creativity

Works of research, scholarship, and/or creativity should be listed in the following order:

1. Books
2. Chapters in books
3. Articles in Refereed Journals (Full citation, inclusive of all authors in the order of publication and page numbers. Review articles and invited articles should be so identified.)
4. Published Conference Proceedings
5. Conferences, Workshops, and Talks
6. Professional and Extension Publications
7. Book Reviews, Notes, and Other Contributions
8. Completed Creative Works (Digital Humanities Projects, Exhibits, Podcasts, Software)
9. Significant Works in Public Media
10. Sponsored Research and Programs (Administered by Office of Research Administration)
11. Gifts and Funded Research (Not Administered by ORA)
12. Centers for Research, Scholarship, and Creative Activities
13. Patents
14. Entrepreneurial, Technology Transfer, and Public Engagement Activities
15. Other Research / Scholarship / Creative Activities
16. Research Fellowships, Prizes, and Awards

The candidate may use a standard citation form appropriate to their discipline for publications, etc. The chosen citation format must be applied consistently throughout the CV. The CV should contain the full citation for scholarly pieces, with authors cited exactly in the order in which they appear in the publication, page numbers, and DOI if available. The sole exception is when the work is a product of a large group.¹ Candidates may also wish to designate the identity of the lead or corresponding author for joint authorships by using * or placing that name in bold. Candidates should clearly specify their contribution(s) to collaborative work. In each category, published works should be listed first, in reverse chronological order, followed by works not yet published but accepted for publication. Pieces in preparation that are not completed and not accepted for publication should not appear on a CV. If pre-print electronic publication (epub)

¹ In exceptional cases, e.g., when the work is a product of a large group (more than 10 authors), not all authors need be listed. As an example, the candidate may list the first three, the last three, and the candidate themselves (including placement in the total author list). That is, if a candidate named "Candidate" is the 97th author, the citation may be listed as: Smith, Jones, Curley...Candidate (97th)...Moe, Larry, Shemp (total of 189 authors). Candidates may designate the identity of the author with intellectual leadership on jointly authored papers (if this designation can be appropriately ascertained) by using * or 1

exists, indicate and include URL and anticipated date of print publication. If listing books, specify whether a manuscript has been accepted without the need for further revisions. The candidate should distinguish between authored and edited works and between refereed and non-refereed, should clarify the status of unpublished works, and should identify his or her contribution to multi-authored works. When the research is published in a foreign language, include a translation of the title.

5. Signature and date.

If there are subsequent changes to the candidate's credentials, such as new grants or publications, the candidate will have a chance to include that information later as a rejoinder to the APPSC/ASC [summary statement](#), which will then be included in the dossier. The rejoinder must also be signed and dated.

Application for Promotion from Librarian I to Librarian II

A library faculty member holding a full or part-time appointment at the University of Maryland Libraries at the rank of Librarian I must apply for promotion to Librarian II no later than three months prior to the third year anniversary of their initial appointment (see [Appendix A: Timelines for Promotion and Permanent Status](#)). The goals of this review are to assess the progress of librarians at the Librarian I rank during their third year of appointment and provide a recommendation for or against promotion to Librarian II to the Dean of Libraries. The process also provides the candidate with experience in preparing key parts of a dossier (e.g., personal statement, CV, external reviewers list), as well as written and verbal feedback regarding the candidate's progress towards promotion/permanent status in 1) Librarianship, 2) Service, and 3) Research, scholarship, and/or creativity. Each candidate should discuss their progress toward promotion with their Performance Review Committee (PRC), supervisor, and mentor.

The candidate assembles and submits to APPSC a dossier articulating how they fulfill the criteria outlined below. Promotion to Librarian II does not confer permanent status.

Criteria

The successful candidate will have:

- Normally completed a minimum of 3 years of professional (post MLS or other relevant Master's degree) experience.
- Demonstrated effective professional knowledge and skills consistent with the rank of Librarian II. This includes solid achievement in *librarianship* such as:
 - Superior performance of assigned responsibilities;
 - Development of specialized work responsibilities of value to the libraries;
 - Participation in the collaborative work of the Libraries.
- Demonstrated potential for promotion to higher ranks
 - *Service*: service on library committees and/or membership in professional associations.

- *Research, scholarship, and/or creativity:* Library faculty at the rank of Librarian I are not expected to have a scholarly record but they should have identified a scholarly or creative project or projects they are interested in pursuing and have undertaken preliminary work.

The candidate's dossier consists of:

- Promotion/Permanent Status [Transmittal Form](#)
- A signed and dated Curriculum Vitae (CV) in a format conforming to the standards set forth in the section above for [Curriculum Vitae](#).
- A signed and dated Personal Statement describing the candidate's significant professional accomplishments in librarianship, service, and research, scholarship, and/or creativity, and plans for future activities, in a format conforming to the standards set forth in the section on the [Candidate's Personal Statement](#).
- Name and contact information of their supervisor
- The names, contact information, and description/justification for two external evaluators, in a format conforming to the standards set forth below in [External Letters of Evaluation](#). These evaluators should not be employed at the University of Maryland Libraries and will not be contacted during the promotion process. The purpose of this exercise is for candidates to think about possible evaluators for their later promotion and permanent status applications and to gain experience writing the evaluator description/justification.
- Although not expected, include publications or reviews, if any, including but not limited to: acknowledgments, commendations, reviews of scholarly work, grant proposals, relevant professional correspondence (thank you letters from faculty or colleagues in the field).
- All materials are to be submitted to APPSC by the designated review date. Submit all documents as PDFs. (Do not lock or secure the PDFs.)

Review Process

APPSC will review the dossier and compose a [Summary Statement of Professional Achievements](#). APPSC contact will share the *Summary Statement* with the candidate, which must be reviewed, signed, and returned within two weeks. The candidate may prepare and submit a rejoinder, if they wish, to supplement or correct the *Summary Statement*.

APPSC serves as the ASC and eligible faculty for this level of review. APPSC will contact the candidate's supervisor to write a formal assessment, recommending for or against promotion. APPSC will then submit their own recommendation and the dossier to the Dean for their evaluation.

Prior to July 1, the candidate will receive a letter from the Dean of Libraries notifying them of the results of their application for promotion. The letter will include feedback regarding progress towards promotion/permanent status in librarianship, service, and research, scholarship, and/or creativity. Copies of the Dean's written notification to the candidate regarding the final decision will be provided to the APPSC and the Libraries Human Resources. Following the decision, the

dossier and all documentation related to the review shall be forwarded to the Dean's Office; all evaluative reports and recommendations shall remain confidential from the candidate and others.

Mandatory Review Date

Each new Librarian I will receive a letter of appointment from the Libraries' Human Resources Office stating the date for the mandatory review for promotion to Librarian II according to the APPS *Policy*. APPSC expects that dossiers will be submitted to the chair of APPSC no later than three months prior to the third year anniversary of initial appointment. Librarians who choose not to apply by the mandatory date will have their appointments terminated at the end of their contract. (See [Appendix A: Timelines for Promotion and Permanent Status](#))

Postponement of Mandatory Review

A library faculty member may request a delay of mandatory review for personal or professional circumstances, in accordance with [University of Maryland Policy on Extension of Time for Tenure Review due to Personal and Professional Circumstances, II-1.00\(D\)](#). Requests for delay must be submitted in writing to the APPSC and the Dean of Libraries by the deadline for the mandatory review. APPSC in consultation with the Dean of Libraries will determine whether an extension will be granted. For a definition of these circumstances and procedures, see the UMD [Campus Tenure Delay Policy](#).

Failure to Submit Application by Mandatory Date

Candidates who fail to submit their application by the mandatory date will be deemed to have resigned as of the mandatory application date, receiving an additional terminal six-month appointment at the individual's current rank. Individuals with questions regarding their mandatory date should contact APPSC at library-appsc@umd.edu.

Withdrawing an Application

If the candidate submits their application prior to the mandatory application date, they can withdraw the application and resubmit it at the mandatory date. If a candidate withdraws at the mandatory date, they are entitled to an additional terminal six-month appointment at their current rank.

Negative Decisions: Mandatory

Unsuccessful candidates shall be granted an additional terminal one-year appointment at that rank, and barring exceptional circumstances, such as a successful appeal (See [Appeals Procedure](#)), are not eligible to reapply. If there is disagreement between APPSC and the Dean of Libraries, the dossier will proceed to the next level of review. See [Negative Decisions](#) for further information.

Negative Decisions: Non-Mandatory

If a candidate applies for promotion prior to the mandatory date and receives a negative decision, they may re-apply by their mandatory date without penalty.

Guidance

A representative of APPSC will work with the candidate, their supervisor, and their PRC to provide pertinent information and to recommend a timeline for the preparation of their dossier. The candidate's mentor is also a resource.

Reappointment Review

A Librarian II who does not apply for promotion by the third year of full-time employment shall apply for reappointment by January 31 of that year. (See [Appendix A: Timelines for Promotion and Permanent Status](#)) The goals of the reappointment review are to assess the progress of librarians at the rank of Librarian II without permanent status in the third year of appointment, and provide a recommendation for or against reappointment to the Dean of Libraries. The process also provides the candidate with experience in preparing key parts of a dossier (e.g., personal statement, CV, external reviewers list), as well as written and verbal feedback regarding the candidate's progress towards promotion/permanent status in 1) Librarianship, 2) Service, and 3) Research, scholarship, and/or creativity.

The candidate assembles and submits a Reappointment Review application to APPSC composed of the following:

- a. A signed and dated Curriculum Vitae (CV) in a format conforming to the standards set forth in the section above for [Curriculum Vitae](#).
- b. A signed and dated Personal Statement describing the candidate's significant professional accomplishments in librarianship, service, and research, scholarship, and/or creativity, and plans for future activities covering the next three years, in a format conforming to the standards set forth in the section on the [Candidate's Personal Statement](#).
- c. Name and contact information of their supervisor.
- d. The names, contact information, and description/justification for two external evaluators, in a format conforming to the standards set forth below in [External Letters of Evaluation](#). These evaluators should not be employed at the University of Maryland Libraries and will not be contacted during the Reappointment Process. The purpose of this exercise is for candidates to think about possible evaluators for their later promotion and permanent status applications and to gain experience writing the evaluator description/justification.

All materials are to be submitted to APPSC by the designated review date. Submit all documents as PDFs. (Do not lock or secure the PDFs.)

Review Process

APPSC will work with the candidate to make sure their dossier is complete and then forward it to the candidate's Associate Dean, who will form a Reappointment Review Committee (RRC). The RRC forwards their recommendation to the Dean of Libraries, who makes the final decision and notifies the candidate prior to the next fiscal year whether they will be reappointed. This notification includes written feedback regarding progress towards promotion/permanent status in librarianship, service, and research, scholarship, and/or creativity. (See [Reappointment Review Process Guidelines](#))

Mandatory Review Date

APPSC will notify all candidates who are required to undergo Reappointment Review. APPSC also notifies the candidate's immediate supervisor, Associate Dean, and the Dean of Libraries. (See [Reappointment Review Process Guidelines](#)).

Negative Decisions

For candidates for whom Reappointment is not granted, The Dean of Libraries may choose one of the following options:

- 1) The granting of a one-year "probationary" contract with option to reapply.
- 2) The denial of reappointment with no probationary period or option to reapply.

For further information, see the [Reappointment Review Process Guidelines](#).

Appointments at Librarian III with or without Permanent Status

New library faculty may be appointed at the rank of Librarian III. This appointment may confer permanent status if:

- APPSC recommends it
- the Dean of the Libraries concurs
- Subsequently, the eligible faculty support it with a 2/3 favorable vote.

If APPSC recommends appointment with permanent status, APPSC will work with the candidate to assemble a modified dossier (see *Dossier* section below).

If appointed as a Librarian III without permanent status, the library faculty member must submit a dossier for permanent status review by the indicated mandatory date (See [Appendix A: Timelines for Promotion and Permanent Status](#)). See the section [Application for Promotion from Librarian II to Librarian III and/or Permanent Status](#) for more information.

Criteria

The [criteria](#) for those appointed with a recommendation for Librarian III with permanent status are the same for librarians applying for promotion from Librarian II to III with permanent status.

Dossier

The [dossier](#) for those appointed with permanent status includes the same elements for librarians applying for promotion from Librarian II to III with permanent status, apart from the following modifications: The candidate's cover letter will serve as the personal statement, and the candidate's identified references will be contacted to serve as [external evaluators](#). The future supervisor is also asked to supply a list of potential external evaluators, which are vetted by APPSC. APPSC serves as the Advisory Subcommittee (ASC) and composes the evaluative report, and leads the meeting of the eligible faculty. The dossier can move forward even if the full set of six (6) external letters are not received prior to the meeting of the eligible faculty.

Administrative Approval

No offer of appointment at the rank of Librarian III with permanent status is valid without presidential approval. However, a letter of intent to hire may be sent after the vote of the eligible faculty and gaining approval of the appointment from the Dean of Libraries. The letter of intent to hire will be sent from the Libraries Human Resources office, with a copy forwarded to APPSC.

Application for Promotion from Librarian II to Librarian III and/or Permanent Status

Librarians appointed at the rank of Librarian II must apply for promotion to Librarian III and for permanent status on or before their mandatory review date. (See [Appendix A: Timelines for Promotion and Permanent Status](#)) Each candidate must make the case for how they meet the criteria for promotion and/or permanent status. Each candidate should discuss their progress toward promotion or permanent status with their Performance Review Committee (PRC), supervisor, and mentor.

Criteria

The successful candidate will have:

- Normally completed a minimum of six years of professional experience, three at a level comparable to the rank of Librarian II at the University of Maryland.
- Mastered the skills, knowledge, and techniques of librarianship and made meaningful contributions to the Libraries, University, and library profession or an academic discipline. In *Librarianship*, this mastery can be demonstrated by a high level of competence in a specialized area *and/or* a reputation as an internal expert or resource in assigned area of work.

- *Service*: provided leadership in a library, campus, professional, or scholarly committee or completed other activities as specified in the APPS *Policy*.
- *Research, scholarship, and/or creativity*: Completed scholarly or creative works as specified below in Figure 1.
- Mentored and/or provided professional development activities for colleagues (as Service) or direct reports (as Librarianship).
- Demonstrated promise of continued productivity in librarianship, service, and research, scholarship, and/or creativity.

Research, Scholarship, and/or Creativity

No single type of research, scholarship, and/or creativity is a more significant component of a research agenda than another. Nevertheless, a cumulative body of work that reflects the highest academic standards is required. The following is a guide to a successful record of research, scholarship, and/or creativity. Candidates are welcome to propose other kinds of works besides those included in the table, but they should be able to articulate the processes involved in creating it and its impact. Works can be print or digital.

The successful candidate will have two strong samples of scholarship, along with a diversity of other scholarly activity. (See Figure 1)

Figure 1: Examples of Scholarly or creative activity

One from here:	AND one from here:		With any evidence of:
Book (sole or co-authored)	Book (sole or co-authored)	Encyclopedia article (> 1,000 words)	Newsletter articles
Book chapter (sole or co-authored)	Book chapter (sole or co-authored)	Podcast series creator (> five episodes)	Encyclopedia articles (< 1,000 words)
Article in refereed journals (sole or co-authored)	Article in refereed journals (sole or co-authored)	Juried national conference presentation	Display or small exhibition
Gallery exhibition (sole or co-curated)	Gallery exhibition (sole or co-curated)	Digital humanities project	Conference poster (juried or invited)
Code/software*	Code/software*	Online exhibition	Oral history interviewer
	Extensive bibliography published in relevant academic journal	Academic publication editor	Subject-relevant creativity
	Article in premiere journal for candidate's subject or technical area	Impactful non-edited/reviewed print communication (e.g. blog)	Non-juried presentations, lectures, or talks
	Research paper in juried conference proceedings	Creating a course, curriculum, and syllabus (in person or online)	Invited performing arts performance
	Editor for monograph	Editor for encyclopedia	Published criticism
			Interviewee
			Performing arts recording

* Candidates submitting a sample of new original code or software they created or collaborated on must be prepared to summarize the overall impact of the code in their Personal Statement. Candidates submitting software or code as a sample of scholarship should also include an executive summary that includes a link to the product and discusses the following: (1) the function of the code/software, and the problem it solves; (2) the creation of the code/software, including research and documentation as part of the process; and (3) the impact of the code/software (downloads/adoptions). If the code/software is open source and available through a code repository like GitHub, pull requests, merges, branches, and commits are all indicators of impact, quality, and community interest.

Dossier

The contents of the dossier ***submitted by the candidate*** for promotion to Librarian III are as follows:

- Promotion/Permanent Status [Transmittal Form](#)
- A signed and dated Curriculum Vitae (CV) in a format conforming to the standards set forth in the section above for [Curriculum Vitae](#).
- A signed and dated Personal Statement describing the candidate's significant professional accomplishments in librarianship, service, and research, scholarship, and/or creativity, and plans for future activities, in a format conforming to the standards set forth in the section on the [Candidate's Personal Statement](#).
- Name and contact information of their supervisor.
- Names, contact information, and justification for six [external evaluators](#), ranked in order of preference.
- Two publications or other forms of research, scholarship and/or creativity to be forwarded with the complete dossier (external reviewers will see only these two items)
- List of the two sample works of research, scholarship, and/or creativity submitted as part of the dossier, plus a list of supplemental documentation related to librarianship, service, and research, scholarship, and/or creativity the candidate wishes to include. Such documentation could include but is not limited to: other publications, acknowledgments, commendations, reviews of scholarly work, grant proposals, relevant professional correspondence (thank you letters from faculty or colleagues in the field). This list will be seen by eligible faculty but not external reviewers.
- Supplemental documentation included in the list.
- All materials are to be submitted to APPSC by the designated review date. Submit all documents as PDFs. (Do not lock or secure the PDFs.)

Review Process:

The APPSC will assign an Advisory Subcommittee (ASC) from the eligible faculty, normally consisting of three librarians at the rank of Librarian III or above with permanent status, one librarian who is familiar with the work of the candidate, one librarian in a related field, and one librarian from anywhere in the Libraries. The ASC will be responsible for identifying and selecting [external evaluators](#), assembling other supporting documentation, and writing two reports. The ASC will review the documentation submitted by the candidate and prepare a [Summary Statement of Professional Achievements](#), which is forwarded via the APPSC liaison to the candidate for review and comment (See [University Policy II-1.00B](#)). The ASC will then prepare an [evaluative report](#), based on review of the materials submitted by the candidate and letters from supervisor and external evaluators. The evaluative report contains the ASC's recommendation for or against the candidate's promotion.

The eligible faculty will meet to vote on the candidate's dossier. The Dean of Libraries may attend the meeting and have a voice, but they will not vote at the meeting and does not count in determining the quorum. The quorum is 75% of the eligible faculty, and two thirds of those

eligible faculty present must vote in favor of the candidate's promotion and application for permanent status for it to go forward. APPSC will prepare a report of the meeting that includes the results of the faculty vote and the faculty's recommendation as to promotion and submit it to the Dean of Libraries. If there is a minority dissenting view, dissenting faculty may also submit a written statement to be included in the material sent forward to the next level of review.

The Dean will make their own evaluation of the dossier and then send a recommendation to the Provost on whether or not to grant promotion to Librarian III and/or permanent status. The APPSC shall review the summary letter prepared by the Dean in order to ensure that it accurately summarizes the considerations regarded as relevant by the eligible faculty. The APPSC shall be provided access to the Dean's letter to the candidate in order to ensure that the summary accurately reflects the recommendation and rationale provided to higher levels of review. In addition, the letter shall be made available in the Office of the Dean for review by any member of the eligible faculty. In the event that the APPSC and the Dean are unable to agree on the appropriate language and contents of the summary letter, each shall write a summary letter to the candidate.

Within two weeks of sending the recommendation to the Provost, the Dean of Libraries will inform the candidate by letter whether the recommendations made by the eligible faculty and Dean were positive or negative, reporting the number of faculty votes for and against, and summarize in general terms the nature of the considerations on which those recommendations were based.

The Provost shall annually appoint a body for university level review of these faculty promotions to ensure fair and equitable processes. The Provost and the President shall confer about the case, and the Provost shall transmit a recommendation and a written justification to the President. The President will send written notification to the candidate and provide a copy of the notice to the Dean, the APPSC, and the Libraries Human Resources. Following the decision, the dossier and all documentation related to the review shall be forwarded to the Office of the Provost; all evaluative reports and recommendations shall remain confidential from the candidate and others.

Mandatory Review Date

APPSC will notify all candidates with mandatory review dates and will call for non-mandatory candidates to declare their intention to apply. All Librarian IIs must undergo their permanent-status review in their sixth year of consecutive full-time employment at the University. The mandatory deadline for application to promotion is calculated based on whether the candidate was hired before or after January 1st:

Hired July 1 through December 31

Starts with the current fiscal year

Hired January 1 through June 30

Starts with upcoming fiscal year

Examples:

- For a candidate starting their employment on November 16, 2012, the permanent-status clock begins immediately. Mandatory review would occur in academic year 2017-2018, with the candidate submitting their dossier by June 30, 2017.
- For a candidate starting their employment on January 12, 2013, the permanent-status clock does not start until the 2013-2014 academic year. Hence their mandatory review year is 2018-2019, with the candidate submitting their dossier by June 30, 2018.

For more information, see [Appendix A: Timelines for Promotion and Permanent Status](#).

Non-Mandatory Review

Candidates may apply before the year of their mandatory review in cases of exceptional achievement, or if they meet the normal minimum years of professional experience (including applicable positions prior to employment at UMD), and can demonstrate a corresponding record of service and research, scholarship, and/or creativity.

However, candidates should only consider applying prior to their mandatory review date with the support of their supervisor, mentor, and PRC.

Postponement of Mandatory Review

A library faculty member may request a delay of mandatory review for personal or professional circumstances, in accordance with [University of Maryland Policy on Extension of Time for Tenure Review due to Personal and Professional Circumstances, II-1.00\(D\)](#). Requests for delay must be submitted in writing to APPSC and the Dean of Libraries by the deadline for the mandatory review. APPSC in consultation with the Dean of Libraries will determine whether an extension will be granted. For a definition of these circumstances and procedures, see [Campus Tenure Delay Policy](#).

Failure to Submit Application by Mandatory Date

Candidates who fail to submit their application by the mandatory date will be deemed to have resigned as of the mandatory application date, receiving an additional terminal six-month appointment at the individual's current rank. Individuals with questions regarding their mandatory date should contact APPSC at library-appsc@umd.edu.

Withdrawing an Application

If the candidate submits their application prior to the mandatory application date, they can withdraw the application and resubmit it at the mandatory date. If a candidate withdraws at the mandatory date, they are entitled to an additional terminal six-month appointment at their current rank.

Negative Decisions

When both the eligible faculty and the Dean of the Libraries make negative recommendations, the case will be forwarded to the Provost for a review to ensure that there was no violation of substantive or procedural due process. See [Negative Decisions](#) for further information. If there is disagreement between the eligible faculty and the Dean of Libraries, the dossier will proceed to the next level of review.

Candidates can appeal negative decisions in certain circumstances (See [Appeals](#) Procedure).

If a candidate's application for promotion and permanent status is mandatory and receives a negative decision, they shall be granted an additional terminal one-year appointment at their current rank, and barring exceptional circumstances, such as a successful appeal (See [Appeals](#) Procedure), are not eligible to reapply.

If a candidate applies for promotion and permanent status prior to the mandatory date and receives a negative decision, they may re-apply by their mandatory date without penalty.

Guidance

A representative of APPSC will work with the candidate, their supervisor, and their PRC to provide pertinent information and to recommend a timeline for the preparation of their dossier. The candidate's mentor is also a resource.

Appointments at Librarian IV

The process is the same as [Appointments at Librarian III with or without Permanent status](#), although the Librarian IVs serving on APPSC take the lead in developing the appointment dossier, and the eligible faculty consists only of those librarians with the rank of Librarian IV. Candidates are evaluated on the criteria for Librarian IV described in the following section. Appointment at this rank confers permanent status.

Application for Promotion from Librarian III to Librarian IV

All Librarian IIIs with permanent status who are eligible are strongly encouraged to apply for promotion to Librarian IV as the rank represents achievement of the highest levels of a professional library career. However, there is no requirement that they apply and no mandatory review date for promotion to Librarian IV. Librarians III with permanent status may submit a dossier for review when they believe they have fulfilled the criteria for promotion.

The qualifications for promotion are unique and vary from candidate to candidate. At the Librarian IV level, the desirable qualities include strong accomplishments in librarianship, major contributions in service, and research, scholarly and/or creative contributions that have an impact on the field in general.

Criteria

The successful candidate will have:

- Normally completed a minimum of nine years of professional experience, at least three at a level comparable to the rank of Librarian III at the University of Maryland.
- Made distinctive contributions to the Libraries, University, and the library profession or an academic discipline.
- Demonstrated superior performance at the highest level of specialized work and professional responsibility.
- Successfully held leadership roles at a state, national, or international level.
- Produced significant research, scholarly and/or creative contributions.

Dossier

The contents of the dossier for promotion to Librarian IV are the same for [Promotion to Librarian III](#), but should not include any external evaluators identified by or for that candidate in previous promotion cycles.

All materials are to be submitted to APPSC by the designated review date. Submit all documents as PDFs. (Do not lock or secure the PDFs.)

Review Process

The review process of the dossier for promotion to Librarian IV are the same for promotion to Librarian III, with the exception that the eligible faculty consists of Librarian IVs. See [Promotion to Librarian III](#).

Mandatory Review Date

Submitting a dossier for promotion to Librarian IV is optional, though encouraged. There is no mandatory date by which a candidate must submit their dossier.

Withdrawing an Application

Candidates for promotion to Librarian IV may withdraw their applications at any time. If withdrawing their application, the candidate must notify the chair of the APPSC, who will then notify the Dean and the Provost's office as appropriate.

Negative Decisions

When both the eligible faculty and the Dean of the Libraries make negative recommendations, the case will be forwarded to the Provost for a review to ensure that there was no violation of substantive or procedural due process. See [Negative Decisions](#) for further information. If there

is disagreement between the eligible faculty and the Dean of Libraries, the dossier will proceed to the next level of review.

Candidates are free to apply again. Candidates can also appeal negative decisions in certain circumstances. (See [Appeals](#) Procedure).

Guidance

A representative of APPSC will work with the candidate and their supervisor to provide pertinent information. Interested librarians should discuss their case with their supervisor, Director, and/or Associate Dean, as well as seek mentoring from an existing Librarian IV, or possibly convene a PRC.

External Letters of Evaluation

Information for candidates

The candidate will submit a list of potential evaluators ranked in order of preference. Since some potential evaluators decline to write and some might be deemed unsuitable by APPSC, the list should include at least six names. Even that number might not be enough, and the candidate might later be asked to provide additional names. Should an insufficient number of letters be received in a timely fashion, the case may still go forward to the Provost's office. However, the absence of the requisite number of letters weakens the case for the candidate.

In this selection process, the candidate may also identify other individuals who might not be expected to give an objective review. In this case, the candidate must provide a written statement with reasons, which will be filed with the Dean and accessible to faculty (APPSC and ASC) involved in selecting external evaluators for the review.

The final dossier sent to the eligible faculty and Dean contains at least six external letters of evaluation, which are important in helping judge the candidate's case for promotion. Of these letters, no more than three will be written by evaluators chosen by the candidate, with the rest by evaluators chosen by the ASC. Up to two additional letters (for a total of at least eight) may be from a mentor or collaborator as long as sufficient explanation is provided by the Chair of the ASC.

External letters of evaluation are not reference letters or letters of recommendation. They are written by people who can look at a candidate's career objectively. Candidates are not to contact evaluators beforehand and are not to choose evaluators with whom they have, or have had, a close or collaborative relationship. Collaborators are here defined as a coauthor on any peer-reviewed work, the candidate's advisor or advisee, or candidate's mentor.

The following persons would *not* be considered collaborators: an editor of a volume in which the candidate has a chapter, or vice versa; persons who have served on the same committee, taskforce, or council for professional or other organizations; co-organizer of a workshop; member of a former Department of the candidate with whom there were no co-authored projects or committee memberships. Candidates should choose as possible evaluators those librarians

familiar with the kind of work they do. They could include librarians in comparable positions or librarians who supervise librarians in comparable positions.

They should select as potential external evaluators librarians at institutions comparable in prestige or standing to UMD.

It is likely that candidates will have knowledge of some or most of their potential evaluators through professional activity. If they cannot provide six names from personal knowledge, they might look for potential evaluators from the list below:

- [Big Ten Academic Alliance libraries](#)
- Libraries of UMD's legislated peers: University of California-Los Angeles (UCLA), University of California-Berkeley, University of North Carolina-Chapel Hill, University of Virginia, and University of Michigan
- More broadly, they might look at the libraries belonging to the Association of Research Libraries (ARL), which includes most large U.S. and Canadian academic libraries (including the UMD Libraries). For a list of ARL members, see the [ARL membership roster](#).
- Candidates may also look to institutions where a comparable specialist can speak to their performance meeting our criteria, including non-university libraries such as the Library of Congress, New York Public Library, or National Archives and Records Administration.

It is best to choose evaluators from institutions whose librarians have faculty status comparable to our own, although librarians with standing in the field who work at institutions whose librarians do not have faculty status should not be ruled out. Evaluators with faculty status should have a faculty rank at or above the one for which the candidate is applying and have tenure or permanent status. Note that not all ARL libraries have faculty status, and even those libraries that do have faculty status sometimes have a system different from ours. Note also that the titles vary from institution. Some libraries use professorial titles while others use various forms of "librarian" (whereas we use Librarian I, II, III, IV, some libraries use Assistant Librarian, Associate Librarian, Librarian). To find out if an institution grants academic status to librarians, see [Academic Librarian Status](#).

If unsure about whether or not an institution has comparable faculty status, the ASC should check the institution's website for information. If information is lacking, the ASC could contact the institution's human resources department. The candidate may also contact the Human Resources department of the institution (not an individual being considered for an evaluator) to inquire about faculty status for Librarians, or check the institution's website for information about faculty status. Note that some institutions have more than one status for librarians (i.e., some librarians are staff and some are faculty).

External Evaluator Form

Candidates will submit information for each evaluator using the following form:

Evaluator's Name: _____
Position Title: _____
Institution Name: _____
Faculty Status: ____ Yes ____ No

If "yes": Rank _____
 Phone: _____
 Email: _____

Credentials [narrative paragraph that provides a snapshot of the evaluator's educational background and professional experience and qualifications to serve as an external evaluator]:

Relationship, if any, of evaluator to candidate

Log of Letters from Evaluators

The candidate's ASC must include a list of all the evaluators to whom a letter requesting an evaluation was sent, even if the evaluators do not reply or refuse to write. Include the dates on which letters were requested, and the dates when either the evaluation was received or the evaluator declined to write an evaluation. The letters are grouped by requestor (candidate or ASC), and the order should also correspond to how they are arranged in the dossier.

The following is a suggested format for the log.

EXTERNAL EVALUATORS	AFFILIATION	DATE REQUESTED	DATE RECEIVED
<i>Candidate's Choice</i>			
Jane Doe	Penn State University Libraries, Head of Nutrition Library	6-8-18	7-29-18
Bill Jones	University of Kentucky, Head of User Education	6-8-18	7-22-18
Patricia Hughes	Head, Drama Library City College of NY	6-8-18	8-3-18
<i>ASC's Choice</i>			
Pat Smith	University of Kansas, Social Sciences Librarian	6-8-18	7-21-18
John Brown	UNC at Chapel Hill, Head of Reference	6-8-18	7-17-18
Susan Jackson	Michigan State University, Nutrition Librarian	6-8-18	Declined 8-15-18

Mary Simon	Ohio State University, Business Librarian	6-8-18	7-13-18
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Application for Librarian Emerita/Emeritus

Librarians III and Librarians IV who have served as members of the Library Faculty of the University of Maryland for the equivalent of ten or more years of full-time service and who give to the Dean of Libraries proper written notice of their intention to retire, are eligible for nomination to emerita/emeritus status. Only in exceptional circumstances may faculty with less than the equivalent of ten years of full-time service be recommended for emerita/emeritus status. A candidate for emerita/emeritus status shall have demonstrated meritorious accomplishment in the areas of librarianship, service, and research/scholarship/creativity throughout their entire career.

“Meritorious accomplishment” goes beyond meeting expected library faculty performance standards during the librarian’s career at the University of Maryland. Rather, the candidate must present evidence of outstanding library faculty performance, along with achievements in service and research, scholarship and/or creativity that together demonstrate professional growth and significant contributions throughout their career. The contributions can be as diverse as faculty librarians’ jobs and professional pursuits are, but must share distinction and excellence.

Applying for emerita/emeritus status

Candidates for Emerita/Emeritus are encouraged to apply at the same time that they submit their retirement paperwork to campus human resources, although dossiers may be submitted at any time prior to their last day of employment. The review is ordinarily conducted during the candidate’s last semester of employment.

Dossier

The dossier submitted by the candidate for emeritus status should include the following:

- [Transmittal form](#)
- A signed and dated Curriculum Vitae (CV) in a format conforming to the standards set forth in the section above for [Curriculum Vitae](#).
- A signed and dated Personal Statement describing the candidate’s significant professional accomplishments in librarianship, service, and research, scholarship, and/or creativity, in a format conforming to the standards set forth in the section on the [Candidate's Personal Statement](#).
- Retirement documentation:
 - Letter of resignation and retirement or an approved retirement agreement
 - Memo from the Office of Employee Benefits confirming meeting with the candidate regarding retirement.

The dossier assembled by APPSC for submission to the eligible faculty includes:

- The materials submitted by the candidate.

Guidance

A representative of APPSC will work with the candidate to provide pertinent information and to set deadlines for the preparation of the dossier.

Review Process

After the candidate submits the dossier, APPSC schedules the discussion and vote of the eligible faculty, which normally must take place within 45 days of the notice. If the submission occurs during the summer, the vote must take place no later than the 45th day of the fall semester.

The eligible faculty at or above the candidate's rank are entitled to vote on granting emerita/emeritus status; this includes the supervisor, because no separate supervisory assessment is provided. The Dean of Libraries may attend the meeting and have a voice, but they will not vote at the meeting and do not count in determining the quorum. The quorum is 75% of the eligible faculty, and fifty percent of those eligible faculty must vote in favor of the candidate's application for it to go forward. The vote of the eligible faculty shall be considered the recommendation of the faculty. The Dean shall submit their own separate recommendation.

APPSC shall prepare a written report, stating the eligible faculty's vote and recommendation on whether or not to award emeritus/emerita status and explaining the basis for the faculty's recommendation. This report will be submitted in writing to the Dean of Libraries, who will forward it to the Office of the Provost for review. If there is a minority dissenting view, those faculty may also submit a written statement to be included in the material sent forward to the next level of review.

The Dean shall transmit the faculty vote to the candidate in writing no later than ten days after the vote is taken. If the candidate has not received the result of the vote within ten days, they are entitled to appeal the action in the event of a negative decision in accordance with the campus appeals process.

An emeritus/emerita dossier shall go forward to the Provost if: 1) the Dean's recommendation is positive; and/or 2) the eligible faculty vote is fifty percent or higher in favor.

Withdrawing an Application

Candidates for Librarian Emerita/us may withdraw their applications at any time. If withdrawing their application, the candidate must notify the chair of the APPSC, who will then notify the Dean and the Provost's office as appropriate.

Negative Decisions

When both the eligible faculty and the Dean of the Libraries make negative recommendations, the case will be forwarded to the Provost for a review to ensure that there was no violation of substantive or procedural due process. See [Negative Decisions](#) for further information. If there is disagreement between the eligible faculty and the Dean of Libraries, the dossier will proceed to the next level of review.

Candidates are not eligible to apply again following a negative decision, but can appeal negative decisions (See [Appeals](#) Procedure).

Negative Decisions

When both the eligible faculty and the Dean of Libraries make negative recommendations:

In cases where both the eligible faculty and the Dean of the Libraries make negative recommendations, the case will be forwarded to the Provost for a review to ensure that there was no violation of substantive or procedural due process. Within two weeks of forwarding the decision to the Provost, the Dean of Libraries will inform the candidate in writing of the negative decision by both eligible faculty and the Dean. The letter should state the library faculty decision and the Dean's decision and summarize in general terms the reason for the negative decision. The letter should also include the results of the eligible library faculty vote.

If there is disagreement between the eligible faculty and the Dean of Libraries:

In cases where there is disagreement between the eligible faculty and the Dean of the Libraries, the case will proceed to the next level of review.

Appeals

The policy and procedures for appeals are described in detail in "Section 6: Appeals Procedure," of the University of [Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty](#).

For Advisory Subcommittees (ASC)

The ASC shall elect a chair and that individual will serve as the liaison to APPSC.

The ASC has five major responsibilities:

1. Composition of the Summary Statement of Professional Achievements

2. Compiling and prioritizing the list of external evaluators, including three recommended by the candidate, as well as providing a brief summary of credentials for all evaluators who provide assessments for the dossier
3. Composition of the Evaluative Report
4. Compiling the Reputation of Publication Outlets for research, scholarship, and/or creativity
5. Discussing its evaluation and recommendation at the meeting of the eligible faculty

ASC members are encouraged to closely review the [APPS Fact Sheets](#) on ASC service. A checklist for ASC members is located in [Appendix B](#).

Composition of the Summary Statement of Professional Achievements

The ASC should compose a summary statement written in a neutral voice, avoiding qualitative judgments. The document should cover the candidate's entire career and describe all notable accomplishments as described in the CV and personal statement, and must include dates. If a date is absent, ASCs should consult with their APPSC liaison, who will contact the candidate for clarification. The purpose of the summary is to ensure that committees have correct and complete information about the candidate on which to base their evaluation. The summary statement is sent to the candidate for their review and the opportunity to provide an optional rejoinder.

Format the document in this order:

- Education
- Librarianship accomplishments
- Service record
- Research, Scholarship and Creativity

Compiling the list of external evaluators, including three recommended by the candidate

ASC members should read the [section on letters of evaluation provided for candidates](#), which provides detailed information on criteria for selecting evaluators. The ASC compiles its own list of at least six potential external evaluators independently, following the guidelines provided for candidates.

Whereas candidates will probably choose evaluators by reputation and their personal knowledge of their field, the ASC, whose members might not be conversant with the candidate's field, will probably have to rely on other evidence about the standing or suitability of their potential evaluators, such as online CVs or bios, publications, or evidence of professional activity on committees. ASCs might start with online staff directories of Big Ten Academic Alliance, peer institutions, or other comparable libraries and then look at committee records on the American Library Association or other professional organization websites. Note that some institutions have more than one status for librarians (i.e., some are considered staff and some are considered faculty appointments). A list of academic librarian status is available at [Academic Librarian Status](#).

Apart from exceptional circumstances, evaluators should not have reviewed a dossier for promotion and/or permanent status for a UMD librarian in the last five years. APPSC maintains a list of such evaluators that it makes available to the ASC. If the ASC independently selects a potential evaluator also selected by the candidate, it can be counted as an ASC choice, but no more than two candidates can be so counted.

The ASC should use the [same form](#) for submitting names and information as the candidate. The ASC will rank the potential evaluators on its own list and use the rankings provided by the candidate on their list.

Along with its own evaluative report, the ASC will submit a document containing a one paragraph summary of the credentials of each external evaluator who provided an assessment. This summary shall contain the evaluator's institution, job title, rank, and a brief description of their accomplishments, including their area of expertise and research. External evaluators submit CVs and brief biographical statements along with their letters, which are drawn upon for these summaries. The ASC should also consult the summary of credentials provided by the candidate.

Composition of the evaluative report

The ASC composes an evaluative report of the candidate's accomplishments and potential for future contributions, the ASC's recommendations and justification for them, and submits the report to the APPSC for review. The content should be based on the candidate's dossier, including internal and external evaluations. The final report must be signed by at least one member of the ASC. For guidance on composing this report, see "[Elements of the Evaluative Report](#)" fact sheet in Libi.

Members of the ASC should try to reach consensus on the evaluative report and recommendation, but if all members cannot agree, the dissenting member can choose to (1) agree to the facts but call out any disagreement about the impact for any section of the group evaluative report, or (2) may submit their own minority report specifying differences from the group majority evaluative report submitted by the other members.

Compiling the reputation of research, scholarship, and creativity outlets

The ASC compiles an appraisal of the reputations of the journals, presses, conferences, galleries, and other scholarly communications outlets for the candidate's research, scholarship and creative activity. Indicate whether peer review is required for each publication outlet. ASCs should consult standard, stable, and credible methods of rating journals and should present these ratings and, when possible, the rate of acceptance to the journal or other medium. The candidate will sign and date (or initial the applicable box on the signed Candidate Verification Page) the appraisal before it is included in the dossier.

Discusses the evaluation and recommendations at the meeting of the eligible faculty

All eligible faculty are required to read the ASC evaluation and recommendations before the meeting of eligible faculty. However, the ASC members should be prepared to discuss the ASC evaluation and recommendations and answer any questions posed to them during the meeting. When speaking, ASC members should ensure that comments are clear, factual, and neutral interpretations of the candidate's achievements as they relate to the UMD Libraries' criteria for promotion and permanent status. It is recommended that the ASC in particular highlight any areas in which the committee's evaluation differed from external evaluators, supervisor assessments, or each other. The ASC should not act as an advocate for the candidate.

For the Appointment, Promotion, and Permanent Status Committee (APPSC)

APPSC is responsible for:

- Reviewing the Libraries' Plan of Organization and policies governing the appointment, promotion, and permanent status of library faculty to ensure that sufficient and up-to-date procedural guidelines are in place.
- Being aware of changes in campus policies and procedures that may have an impact on appointment, promotion, and permanent status of library faculty.
- Setting an annual schedule for the conduct of reviews of library faculty eligible for promotion and permanent status.
- Monitoring the schedule of promotion dates for Librarian Is, and appointing a committee member as a contact person for each Librarian I in the year before the mandatory application date.
- Appointing a committee member or members as contact person for assembling the dossier to support appointing a candidate with permanent status.
- Meeting with finalists for library faculty positions and providing the Dean of Libraries a recommendation regarding appropriate rank (may also include a recommendation on permanent status) to be assigned.
- Informing library faculty of annual dates and providing other information relevant to the promotion and permanent status process.
- Hosting quarterly forums with library faculty to address issues pertinent to APPS processes and policies.
- Inspecting submitted dossiers for accuracy, completeness, and conformity to the guidelines.
- Making certain that appropriate mechanisms are in place to keep the process moving smoothly and on schedule.
- Appointing members of ASCs. ASC members cannot include candidate's supervisor or mentor; members from PRCs are avoided.
- Approving the proposed external evaluators for each candidate.

- Maintaining the letter log for each candidate. (Currently executed by the assigned Administrative Assistant.)
- Reviewing the ASC's evaluative report.
- Keeping all documents and information strictly confidential. (The name of the candidate and names of ASC members, however, need not be kept confidential.)
- Serving as a resource for the ASCs. APPSC will not provide an opinion nor commentary as the ASC evaluates a candidate's viability for promotion and/or permanent status (except in the case of Librarian I promotion dossiers, when APPSC serves as the ASC).
- Convening a meeting of eligible library faculty to discuss and vote on rank at appointment, promotions and permanent status and preparing a report of the meeting, including a record of the vote. (See APPSC's online shared workspace for the [Template of the Eligible Faculty Report.](#))
- Serving as a sounding board and a resource for the ASCs.
- Finalizing and forwarding dossiers to the Dean of Libraries.
- Reviewing the Dean's draft letter informing the candidate of the results of the eligible faculty vote for accuracy. Returning the letter with approval to the Dean of Libraries in a timely manner so the Dean may send it to the candidate.

The Office of the Dean of Libraries forwards the complete dossier, including the Dean's letter and the letter from the Dean to the candidate (in the cases of promotion to Librarian III or IV or permanent status), to the Associate Provost for Faculty Affairs. The dossiers for candidates for promotion from Librarian I to II will be retained in the Office of the Dean of Libraries.

For the Eligible Faculty

The eligible faculty gathers to discuss and vote on our colleagues applying for promotion and/or permanent status. Eligible faculty are responsible for the following:

- Please be prepared. Review the criteria for appointment or promotion to Librarian III and for permanent status, or for Librarian IV when appropriate, read the candidate dossiers, and come ready with your questions or comments. Once complete, sign off on the log/confidentiality statement for each dossier.
- Confidentiality is a critical part of this process. Participants should not discuss the candidate dossiers, evaluator letters, or eligible faculty proceedings with anyone who does not attend the meeting. There is no time limit on the strictures of confidentiality for this process.
- There will be discussion of each criterion separately (librarianship; service; research, scholarship and/or creativity; and overall summary), and you must focus your comments on the particular criterion under discussion.
- Focus your comments on tangibles as much as possible – the Libraries' criteria for promotion and permanent status, measures of impact, specific accomplishments, etc.
- Support your claims with evidence from the candidate dossiers, evaluator letters, and ASC evaluative reports whenever possible.

- Remember that we are individually evaluating candidates against the criteria, not against each other.
- Please help to keep the discussion on track and professional. Anyone present may bring up a point of order if the discussion is straying from relevance (i.e., assessments that are outside of the criteria for promotion and permanent status), relying on hearsay (i.e., unsubstantiated, secondhand information), violating confidentiality, etc.
- It is the responsibility of any faculty member who believes that a substantive or procedural violation has occurred in the meeting to raise an objection *at that time* and ask for a resolution. There is no method of addressing objections raised after the meeting is adjourned.

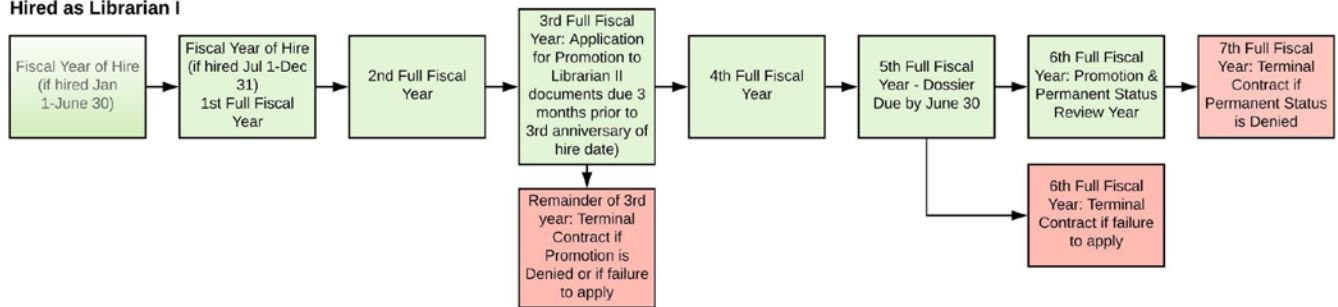
Librarians at Priddy Library, Universities at Shady Grove

The permanent status home for candidates at Priddy Library is the University of Maryland Libraries. Therefore, the internal independent assessment is provided by the Head of the Priddy Library or from the Associate Dean for Public Services from the University Libraries. There will not be an independent assessment provided by any administrator from the Universities at Shady Grove who is external to the UMD Libraries.

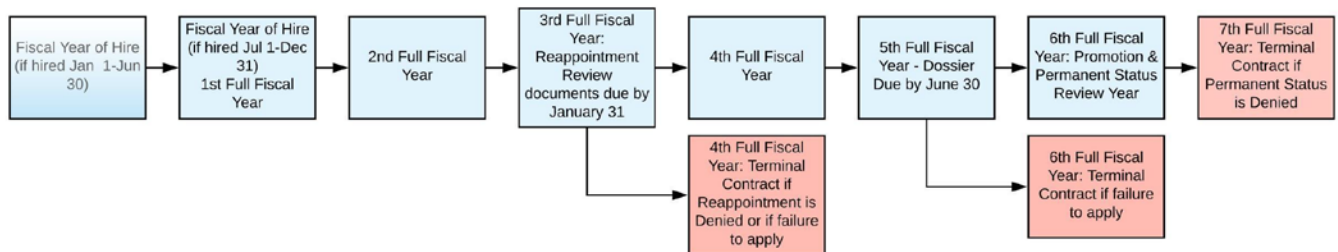
APPENDIX A: Timelines for Promotion and Permanent Status

Timelines for Promotion and Permanent Status University of Maryland Libraries Updated November 2018

Hired as Librarian I



Hired as Librarian II



Hired as Librarian III without Permanent Status



APPENDIX B: ASC Checklist

When submitting the materials enumerated below, ASCs should submit separate PDFs. The dossier will be stored in the current shared workspace used by the Libraries (as of 2019 that is Box). It is helpful if all personal statements, summary statements, evaluative reports have footers with pagination and the candidate's last name.

- Submit to APPSC, a list of the external and internal evaluators that identifies the candidate's choices and the ASC's choices and includes the following information for each evaluator: name, title, affiliation, mailing address, phone number, and email address (mid-July).
- Write Summary Statement of Professional Achievements and submit to APPSC for review (mid-August). At least one member of the ASC must sign and date the approved report.
- Submit a document containing the credentials of the evaluators signed and dated by at least one member of the ASC. Compose a paragraph about each evaluator whose letter is included in the completed dossier. It should indicate the person's credentials, achievements, and standing in the discipline/profession.
- Carefully review and evaluate the candidate's accomplishments in librarianship, service, and scholarship and/or creativity.
- Submit a document containing an appraisal of the reputation of publication/creative outlets of the candidate signed and dated by at least one member of the ASC.
- Write an Evaluative Report of the candidate's accomplishments and potential for future contributions, the committee's recommendation, and a justification for it. Submit the report to the APPSC for review (mid-November). The completed report must be signed and dated by at least one member of the ASC.
- Submit Evaluative Report, Credentials of Evaluators, and Reputation of Scholarly/Creative Outlets to the APPSC for review (late November/early December).
- Keep all of the above documents and information strictly confidential. (The name of the candidate and names of ASC members, however, need not be kept confidential.)

IMPORTANT NOTE: ASC members are encouraged to contact their APPSC liaison or consult the current Promotion Process Calendar on the [APPSC website](#) for exact dates.

APPENDIX C: APPSC Administrative Assistant Checklist

- Solicit external letters of evaluation, in order, from the final list approved by APPSC. Ensure that three letters are received from both the ASC's and the candidate's section of the list.
 - See folder in the Libraries current shared workspace for APPSC (currently Box) for sample letters.
- Create a log showing the date on which each letter of evaluation was requested and received, creating separate sections for the ASC's and the candidate's selections.
 - List the evaluators in alphabetical order by last name in each section (not by date solicited, or by date received)
- Note that the order of the letters in the dossier should match the order in which the evaluator names appear on the letter log.
- Provide a copy of a letter used to solicit letters of evaluation for inclusion in the Dossier.
- Provide a copy of the letter confirming participation and sharing the evaluative criteria.
- Write and send letters of thanks to evaluators.