

MEMORANDUM

TO: CFA

FROM: Steering Committee

RE: RPD Regarding Librarians

DATE: September 20, 2018

Background: Steering received a memo from Dean Pavlovsky in March 2018 outlining the following issues.

Issue #1

Until relatively recently, Reappointment and Promotion have been two separate processes at TCNJ. The 2015 revision of the Promotion and Reappointment Document was the first to allow for combining an application for reappointment to the seventh year (with tenure) with an application for promotion. As originally described in the 2015 document, and reiterated in Part 2 of the 2017 RPD, this simultaneous promotion was possible for faculty members with the rank of Assistant Professor, and for librarians with the rank of Librarian III. No simultaneous promotion to Professor was possible for faculty who were already Associate Professors; likewise no simultaneous promotion to Librarian I for librarians who were already Librarians II.

The 2015—2019 Agreement between the State of New Jersey and the Council of Union Locals, AFT, AFLCIO, codified the College's practice, stating in Article XIV, Paragraph K, that “Assistant Professors may apply for and be reviewed for promotion to the rank of Associate Professor concurrent with their reviews for tenure.” However, the Agreement substantially broadened the process for librarians, stating in Article XVII, Paragraph J, that “A Librarian may apply for and be reviewed for promotion to the next highest Librarian title concurrent with their reviews for tenure.” This means that according to the Agreement, not only would a Librarian III applying for tenure automatically be considered for promotion to Librarian II, but a librarian II applying for tenure should, if they so choose, automatically be considered for promotion to Librarian I. Furthermore, due to changes in other parts of the Agreement, it appears that a Librarian I applying for tenure would automatically be considered for promotion to Assistant Director of the Library.

## Issue #2

The agreement between the State of New Jersey and the Council of New Jersey State Locals, AFT, AFL-CIO, provides the conditions under which librarians may apply for promotion. All Agreements up to and including 2011–2014 have contained language under Article XVII, Paragraph B, Section 2, explicitly stating that the ranks of Librarian I and Librarian II would be available via "growth promotion," which is the type of promotion that all faculty members go through. Because that paragraph did not include the rank of Assistant Director in the Library, that rank has only been available through "structural promotion." In other words, the dean or director of the library could create a position, typically (but not necessarily) as a result of a staff reorganization, and promote an existing Librarian I into that position. But there was no path for Librarians I to apply for promotion to that rank.

The 2015-2019 Agreement revises the language in Paragraph B, Section 2, such that the rank of Assistant Director in the Library is now available through growth promotion. However, the College's current (2017) Reappointment and Promotions Document (RPD) contains no mention of the eligibility requirements for that rank in Part 3, Paragraph II B, and no mention of the bases and standards for that rank in either in Part 1, Paragraph II B, or Part 3, Paragraph III B.

Charge: In keeping with the timeline below, Steering charges the Committee on Faculty Affairs with review of the Reappointment and Promotion Document (RPD) and a recommendation in regard to applications from librarians so that the process aligns with the 2015—2019 Agreement between the State of New Jersey and the Council of Union Locals. CFA should seek input from librarians and the Council of Deans

Testimony Tier: Librarians Tier II

Timeline: CFA should begin work immediately on the charge, with the goal of completing a preliminary recommendation by January 2019. It should aim to submit a Final Recommendation to Steering by the end of the Spring 2019 semester.

### **TCNJ Governance Processes**

*Step 1–Steering issues a charge*

*Step 2-Governance prepares a Preliminary Recommendation*

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

#### *Step 3–The Relevant Stakeholders provide Testimony*

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering.

For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.

Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

#### *Step 4–Governance prepares a Final Recommendation*

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

#### *Step 5–Steering considers the Final Recommendation*

#### *Step 6–The Provost and/or President and Board consider the Final Recommendation*

*Step 7–Steering notifies the Campus Community Testimony*

*For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.*