

## CFA's Final Recommendation on RPD changes regarding Librarians

To: Steering

From: Committee on Faculty Affairs

Re: RPD changes for Librarians

Date: March 27, 2020

### Background:

The 2015-2019 agreement between the State of New Jersey and the Council of New Jersey State Locals, AFT, AFL-CIO (ratified in July 2017) makes two major changes that affect librarians. The first change, which applies to both faculty and librarians, is added language that allows for the option of simultaneously applying for tenure and promotion. This has been the practice at TCNJ since the 2015 revision of the Reappointment and Promotions Document (RPD). Faculty are promoted to the rank of Associate Professor at the time of the tenure decision, and Librarians are promoted to the rank of Librarian II at the time of the tenure decision, if they are not already at that rank. The 2015-2019 agreement specifies the rank at which this may occur for faculty (Assistant Professor to Associate Professor), however the contract does not specify a rank where this may occur for librarians. Rather, it states that:

XVII.J. A Librarian may apply for and be reviewed for promotion to the next highest Librarian title concurrent with his or her review for tenure, and advancement in title may be awarded concurrent with tenure.

The second major change in the 2015-2019 AFT agreement that affects librarians is the addition of the new rank of Assistant Director in the Library, made available as a growth promotion, for which librarians can now apply. Previously, the rank of Assistant Director in the Library was only available as a structural promotion, so was only available as an appointed position.

### Charge:

In the fall of 2018, Steering charged the Committee on Faculty Affairs with review of the Reappointment and Promotion Document (RPD) and with making 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.

### Process:

CFA reviewed the 2015—2019 Agreement between the State of New Jersey and the Council of Union Locals, the 2017 Reappointment and Promotions Document (RPD), the new revised Disciplinary Standards (2019) for Librarians, and input from librarians on changes that should be made to the RPD to align the College's process with the 2015-2019 Agreement between the State of New Jersey and the Council of Union Locals. CFA drafted changes to the RPD and created a preliminary recommendation, which was sent for feedback in November 2019.

In March 2020, CFA solicited a second round of testimony from the Librarians, AFT, and Council of Deans on these preliminary changes to the RPD. Based on this feedback, CFA made some additional changes to the accompanying document (CFA-

RPDChangesLibrariansMarch2020final.docx) that details the proposed changes to the RPD using track changes in word. The changes are itemized below.

1. Page 3

Table of Contents were edited to accommodate language and an additional appendix for the external review process for promotion to Assistant Director in the Library.

2. Page 4

The table was modified to accommodate promotion from Librarian I to Assistant Director in the Library, and also clarifies that a Librarian II has the option to apply to Librarian I at the time of the tenure decision.

3. Page 10

Changed (see Part Five, Section VI) to (see Part Five, Section VII) to refer to new form for external review.

3. Page 13

Language was added to specify that a candidate at the rank of Librarian II at the time of tenure may choose to apply for promotion to Librarian I, but it is a single review that will have three possible outcomes: non-reappointment, reappointment (tenure), or reappointment (tenure) with promotion to Librarian I. It is useful to note here that due to the four ranks possible for Librarians (Librarian III, II, I, and Assistant Director in the Library), and the availability of promotion to Librarian II with three years professional experience, librarians are currently promoted to Librarian II at the time of the tenure decision if they are not already at this rank. Also, librarian ranks do not match exactly with faculty ranks. A Librarian III (concurrent rank is Instructor) may apply for promotion to Librarian II (concurrent rank is Assistant Professor), after three years of professional experience. Thus, the tenure standards for librarians do not align exactly with a particular rank, and fall between Librarian II and Librarian I.

4. Page 14

Added scenario to the reappointment flow chart of promotion to Librarian I if candidate chooses to apply.

5. Pages 17-18

Added promotion to Librarian I possibility to CPTC role.

6. Page 23-24

Added language for the three possible outcomes for a Librarian II in the fifth year summative review.

7. Page 26

Clarified that a librarian applying for early tenure by exceptional action must meet the requirements of a librarian with tenure.

8. Pages 30 and 31

The following changes were made, with the goal of simplifying this section so it mirrors the previous faculty section of A. Minimum Eligibility -- Faculty

- Clarified and revised the language for minimum eligibility for promotion, making it complete for each rank, rather than building on the previous rank.
- Removed the vestigial language for scenarios based on hire date, since this no longer applies.
- Under Librarian I, removed the requirement of “demonstrated or potential administrative and coordinating ability.”
- Removed the foreign language requirements for all ranks.
- Added Assistant Director in the Library (AD) Minimum Eligibility to accommodate the new rank.
- Added a clarifying sentence under Assistant Director in the Library rank for substitute degree requirements.

9. . Pages 35 through 38

Under Bases for Promotion for Librarians, the new requirements were added for the Assistant Director rank in Librarianship, Scholarly/Creative/Professional Activity, and Service.

Language was added to clarify that an external review may be requested for Promotion to Librarian I, and is required for Promotion to Assistant Director in the Library. The charts that provide examples of Scholarly/Creative/Professional Activity were revised to reflect the new approved Library Disciplinary Standards, along with revised charts that provide examples of service.

10. Page 61-63

Edits were made to the external review process to accommodate Assistant Director in the Library rank, and added Librarian II / Librarian I to footnotes.

11. Page 66

Cover page of Standard Application edited to reflect new rank of Assistant Director in the Library.

12. Page 79

Department/program recommendation template edited to reflect new rank.

13. Page 81

Added Letter to External Reviewer for promotion to new rank of Assistant Director in the Library.

CFA believes that these changes address all the issues specified in the original charge and submits these final changes to the RPD in the accompanying document (CFA-RPDChangesLibrariansMarch2020final.docx).