

**UNIVERSITY OF MARYLAND
BALTIMORE**

**FACULTY SENATE MEETING
SEPTEMBER 15, 2010**

MINUTES

Attendees: (Please see attached listing)

Dr. Marcelo Cardarelli, President of the UMB Faculty Senate, called the meeting to order at 12:05 p.m.

After extending greetings to the group, Dr. Cardarelli invited self-introductions. Let the record show that Senator attendance was quite impressive, with 95% attendance.

Dr. Cardarelli introduced Dr. Malinda Orlin, Vice President for Academic Affairs and Dean, Graduate School, who addressed faculty status for librarians:

- By virtue of the Approved Policy on Appointments, Promotion and Permanent Status, librarians are now recognized as faculty. [Entire document found as attachment.]
- Dr. Cardarelli advised Senators to review materials thoroughly as the Senate must decide whether or not to include librarians as Senators. If so, in what capacity (i.e., voting member, non-voting member, number of representatives, etc.). In any event, the Senate's Bylaws and Constitution will have to be amended.
- Discussion of this issue will resume at a future meeting.

After thanking Dr. Orlin for her presentation, Dr. Cardarelli invited to the floor Mr. Flavius Lilly, Assistant Vice President, Academic and Student Affairs, to present "Wellness and Academic Life Balance at UMB."

Mr. Lilly gave a power point presentation on a new program exclusively created for our professional students. The concept meets the need of UMB's student body which encompasses a graduate campus as opposed to an undergraduate environment.

For pertinent information to the program in its entirety, please contact Mr. Flavius Lilly.

Updates – Dr. Marcelo Cardarlli

- Dr. Richard Zhao has been elected as the new Vice President of the Faculty Senate.

- Dr. Richard Manski (Dental School) will complete the term of Dr. Ulla Bufano, who has left the University.
- The School of Nursing needs a representative to fill the seat vacated by Dr. George Zangaro, who has left the University.
- All Senators are encouraged to: 1) send an electronic version of a recent photograph to Pat, or 2) make an appointment with School of Medicine photographers to have photo taken for inclusion in the Senate's web site (see information sheet in meeting packet).

The Inauguration of President Jay Perman is scheduled for November 9, 2010. Pertinent information to all faculty is forthcoming.

New Business – Dr. Marcelo Cardarelli

- Three alternates are needed for the Council of University System Faculty (CUSF). Please contact Pat as soon as possible if you are willing to serve in this capacity.
- President Perman and Vice President Pete Gilbert will attend the Senate's October meeting.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

Pat Maloney

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BALTIMORE**

**FACULTY SENATE MEETING
SEPTEMBER 15, 2010**

ATTENDEES

Dr. Marcelo Cardarelli, President
Dr. Richard Zhao, Vice-President
Dr. Judith Porter, Secretary

Dr. Whitney Burrows (SOM)
Dr. Norman Capra (Graduate School)
Dr. Kevin Ferentz (SOM)
Dr. Stephen Gambert (SOM)
Dr. Guadelupe Garcia (DS)
Dr. Deb Gioia (SSW)
Dr. Nelson Goldbert (SOM)
Dr. Donna Harrington (Graduate School)
Dr. Stephen Kavic (SOM)
Dr. Colin MacKenzie (P/T)
Pat Maloney (Executive Staff)
Dr. Richard Manski (DS)
Dr. Sarah Michel (SP)
Dr. Vadim Morozov (SOM)
Dr. Michael Mulligan (SOM)
Dr. Norbert Myslinski (DS)
Dr. Rosemarie Satyshur (SN)
Dr. Falia Shaya (SP)
Dr. Linda Simoni-Wastila (SP)
Dr. Soren Snitker (SOM)
Dr. Barney Stern (SOM)
Dr. Howard Strassler (DS)
Dr. Nina Trocky (SN)
Dr. Deb Weimer (SL)
Dr. Julie Zito (SP)

Guests: Dr. Malinda B. Orlin, Mr. Flavius Lilly and Ms. Sally Gibson




UNIVERSITY OF MARYLAND
Academic Affairs

620 W. Lexington Street, 5th Floor
Baltimore, Maryland 21201-1508

410 706 2477 | 410 706 0234 fax
www.umaryland.edu

TO: UMB Faculty Senate

FROM: Malinda Orlin 
Vice President for Academic Affairs

RE: Representation of Faculty Librarians in Shared Governance

September 14, 2010

Pursuant to USM Policy, the Attorney General's Office has recently approved the University of Maryland Baltimore *Criteria and Procedures relating to Appointment, Promotion, and Permanent Status for Library Faculty*. This is the final step in implementation of appointment, promotion and permanent status for Library Faculty in the Health Sciences and Human Services and Thurgood Marshall Law Libraries. It can be found electronically at <http://www.hshsl.umaryland.edu/policy/>.

Now that we have this approved Library Faculty status, M.J. Tooley, Associate Vice President for Academic Affairs and Director HSHSL and Barbara Gontrum, Assistant Dean for Library and Technology, Law School Professor request that the Faculty Senate consider ways that this group of faculty could participate in shared governance at UMB.

Thank you for your consideration.

Cc: M.J. Tooley
Barbara Gontrum

Attachments: UMB *Criteria and Procedures relating to Appointment, Promotion, and Permanent Status for Library Faculty*. (August 2010).

Sections from USM ART Policy Related to Library Faculty (Sept. 2010)

UNIVERSITY OF MARYLAND BALTIMORE
HEALTH SCIENCES AND HUMAN SERVICES LIBRARY AND
THURGOOD MARSHALL LAW LIBRARY

CRITERIA AND PROCEDURES RELATING TO APPOINTMENT, PROMOTION,
AND PERMANENT STATUS FOR LIBRARY FACULTY

I. QUALIFICATIONS FOR LIBRARIAN FACULTY RANK

A. Librarian I

1. Qualifications: A master's degree from a program in library science or information science accredited by the American Library Association is required. Other graduate degrees may substitute for or be required in addition to the ALA-accredited MLS based on the functional needs of individual positions.
2. Librarian I is an entry level rank assigned to librarians who are beginning their professional careers or who have served only a brief period of time in a professional capacity. A Librarian I is not eligible for permanent status.

B. Librarian II

1. Qualifications: In addition to the minimum educational requirements for Librarian I, three years of professional experience is normally required. Prior job performance must be of high quality.
2. Performance Criteria: The rank of Librarian II is awarded to faculty librarians who have successfully demonstrated professional competence at the Librarian I or equivalent level. The candidate must have made good progress in learning assigned responsibilities, be able to perform these in a competent and independent manner, and show promise for a consistent and enduring contribution to the Library's overall operation. The candidate must be able to work collaboratively with others and serve the needs of the Library's patron community. While the evaluation of job performance is of primary importance in promotion decisions at this rank, relevant continuing education is desirable.

C. Librarian III

1. Qualifications: In addition to the minimum educational requirements for Librarian I, six years of professional library experience or its equivalent is normally required. Job performance must be of excellent quality. An additional graduate or professional degree or course work enhancing general knowledge or special competence is desirable. Continuing education in a relevant field is desirable. To qualify for this rank, it is highly desirable that faculty librarians at the Health Sciences and Human Services Library be

quality and extensiveness of activities. These activities should go beyond the occasional and reflect expertise recognizable by others in the field.

II. CRITERIA FOR PROMOTION

A. General Provisions

1. There is no connection, either express or implied, between functional position and rank. Change in rank may be made without change in functional position. Change in functional positions may be made without change in rank.
2. Promotion decisions are based on an evaluation of a candidate's record of achievement in two areas: job performance and professional activity. A clear progression of development in each is sought in all faculty librarians as they advance through the ranks.
3. The two areas of evaluation are described below. Performance based upon the requirements of the position will receive the greatest emphasis in the evaluation process at all ranks. Professional activities will receive increased emphasis at the higher ranks.

B. Performance

1. While some essential elements of each librarian's performance may differ according to individual assignments, certain key qualities and abilities are sought in all. Effective faculty librarians should demonstrate collegiality, creativity, initiative, accuracy, responsibility and commitment to serve the Library's users. They must be able to work both collaboratively and independently and to define goals. They should be aware of new ideas, methods, and technological changes in librarianship, and must be flexible in adapting to changes both within the profession and the institution.
2. Faculty librarians should possess the ability to identify current and potential needs and problems within the library and be able to formulate solutions by successfully integrating theory into planning and practice. Finally, they must be able to work cooperatively with library staff, faculty, students, and other users and possess a sound understanding of the education, service, and research missions of the constituencies served by the Libraries.
3. Categories in which a librarian may be assigned duties include, but are not limited to, the following:
 - a. Collection Access, Control, and Analysis: In the evaluation of performance of these duties, the central criterion is effectiveness in applying principles and national standards to the acquisition, cataloging, and maintenance of library materials in all formats. Consideration of specialized linguistic and subject expertise or a general knowledge of the literature of the humanities, social sciences, science, or of law may be appropriate, as well as awareness of new areas of faculty teaching and research interest.

2. For purposes of this document, professional activity is divided into three areas: professional participation, service, and academic activities.

a. Professional Participation

Professional participation includes memberships and involvement in professional organizations at local, state, and national levels. Forms of participation include attendance at professional conferences, meetings, and workshops; committee appointments; and holding positions of responsibility in and service performed in support of professional organizations and societies.

b. Service

Service activities are those rendered to the Library and its users, the campus, the University System of Maryland, and the public, beyond routine job responsibilities, which contribute to the advancement of institutional goals. Relevant service activities are those that draw upon the librarian's professional and specialized knowledge and which contribute to the betterment of the community.

c. Academic Activities

Academic activities are those generally involving research, publication, and teaching beyond routine job responsibilities. Research and publication are defined as scholarly or professional work in librarianship, or in another academic discipline related to the educational and research mission of the University, culminating in the dissemination of results to an appropriate audience. Examples of acceptable research activities and publication activities beyond normal job expectations include authorship of books, journal articles and reviews, editorship of scholarly professional publications, digital publications, authorship and performance of grant project proposals and reports, and preparation and presentation of papers for conferences. In evaluating academic activities, evidence of quality, substance, and impact is sought. Teaching activities are those beyond routine job responsibilities and can include lectures, workshops, seminars, continuing education courses, and courses or portions thereof taught whether for credit or non-credit.

III. CRITERIA FOR PERMANENT STATUS

A. Definition of Permanent Status: "Continuing employment such that a decision to remove an employee must be made by the President of the campus and must be justified by cause as defined by USM and campus policy. Permanent status is an employment status different from tenure." Permanent status can be awarded only by an affirmative decision based upon a formal review. A Librarian I is not eligible for permanent status.

B. Decisions on permanent status shall be based on the candidate's entire professional performance while employed at the Library. The candidate's record must demonstrate consistent excellence in job performance, continuing development, and

C. Appointments at the level of Librarian II or above must be recommended by the Library Director, endorsed by the APP Committee, and approved by the Vice President for Academic Affairs (Health Sciences and Human Services Library appointments) or the Dean of the School of Law and the Vice President for Academic Affairs (Law Library appointments.)

D. Documentation to be considered by the APP Committee for appointments at a Librarian II or above shall consist of a CV and any available materials, such as letters of reference, relevant to the assignment of rank.

E. It is within the discretion of the respective Library Director to request that the APP Committee consider permanent status for an initial appointment. Documentation to be considered by the Committee for such a request shall replicate, as closely as possible under the circumstances, the materials described in VII.B.

F. Granting of permanent status to an individual at the time of initial appointment must be recommended by the APP Committee, approved by the Library Director, and approved by the Vice President for Academic Affairs (Health Sciences and Human Services Library appointments) or the Dean of the School of Law and the Vice President for Academic Affairs (Law Library appointments.)

VI. PROCEDURES FOR PROMOTION

A. To be considered for promotion, a faculty librarian must initiate the review process by submission of an application to the respective Library Director by the announced deadline. The Library Directors shall together establish an annual schedule for the review of applications for promotion.

B. The dossier for a candidate for promotion shall include at least the following documentation:

1. Documents to be provided by the candidate:
 - a. Current CV compiled and attested to as accurate by the candidate.
 - b. Names and contact information of at least seven professional references (only required for Promotion to Librarian III and IV). These may be library colleagues from other institutions, colleagues from professional associations, faculty, or collaborators able to comment, support and expand on the qualifications of the candidate.
 - c. Signed and dated certification of the completeness and accuracy of the information submitted and authorization for disclosure of the librarian's dossier to the APP Committee.
2. Documents to be provided by the Library Director or designee:

b. If the Committee's decision is negative, permanent status is denied and the Committee's decision is final.

c. If the Library Director does not concur with a positive recommendation of the Committee, permanent status is denied and the Library Director's decision is final.

d. If the Dean does not concur with a positive recommendation of the Committee and the Library Director, permanent status is denied and the Dean's decision is final.

2. In the Health Sciences and Human Services Library, the Committee, the Library Director, and the Vice President for Academic Affairs each has an independent decision-making role:

a. If the Committee's recommendation is positive and the Library Director concurs, the permanent status recommendation shall then be forwarded to the Vice President for Academic Affairs by the Library Director with a letter from the Library Director detailing the Library Director's reasons for the supporting permanent status. The Vice President shall then make the final decision.

b. If the Committee's decision is negative, permanent status is denied and the Committee's decision is final.

c. If the Library Director does not concur with a positive recommendation of the Committee, permanent status is denied and the Library Director's decision is final.

5. All decisions shall be communicated in writing to the faculty librarian candidate by the Library Director.

VIII. APPEALS OF DECISIONS ON PROMOTION OR PERMANENT STATUS

A. Within ten calendar days of being informed of an adverse final decision on an application for promotion or permanent status, the faculty librarian may appeal to the Vice President for Academic Affairs, in writing. To justify consideration of an appeal, the candidate must present convincing evidence, as determined in the sole discretion of the Vice President for Academic Affairs that demonstrates a failure of due process in the consideration of an application for promotion or permanent status.

B. In deciding whether to consider an appeal, the Vice President for Academic Affairs may seek advice from any individuals of his or her choosing.

C. If the Vice President for Academic Affairs determines, in his or her sole discretion, that, in fact, a significant failure of due process has occurred, he or she may

Sections from USM Policy II - 1.00
*UNIVERSITY SYSTEM POLICY ON APPOINTMENT, RANK, AND
TENURE OF FACULTY*
Related to Library Faculty

II. FACULTY RANKS, PROMOTION, TENURE, AND PERMANENT STATUS

A. GENERAL PRINCIPLES

1. The only faculty ranks which may involve a tenure commitment are: Professor, Associate Professor, Assistant Professor, Instructor, Distinguished University Professor, Senior Staff Scientist, Associate Staff Scientist, Assistant Staff Scientist, Principal Agent, Senior Agent, Agent, (i.e., II.C. 1a-1d, 2a-2c, 3d-3f) and such other ranks as the Board of Regents may approve. Appointments to all other ranks, including any qualified rank in which an additional adjective is introduced (such as "Clinical Professor" or "Medical School Professor"), are for a definite term and do not involve a tenure commitment (i.e., II.C. 2d-2h, 3a-3c, 4a-4g, 5a-5d, 6a-6g).

Notwithstanding anything to the contrary in this policy, faculty in certain ranks may be granted permanent status. The only faculty ranks which may involve a permanent-status commitment are Library II, Librarian III, and Librarian IV and such other ranks as the Board of Regents may approve. Permanent status may not be granted to an individual holding the rank of Librarian I.

Permanent status is defined as continuing employment such that a decision to remove an employee must be made by the President of the campus and must be justified by cause as defined by USM and campus policy. Permanent status is an employment status different from tenure.

Permanent status can be awarded only by an affirmative decision based upon a formal review. Individuals who have been granted permanent status under BOR VII-2.15 - POLICY ON LIBRARIANS, which is superseded by this policy, shall retain this status. Appointments of faculty librarians with permanent status may be terminated at any time for cause.

Cause shall include moral turpitude, professional or scholarly misconduct, incompetence, and/or willful neglect of duty. In addition to being terminated for cause, faculty engaged exclusively or primarily in library services may be terminated because of the discontinuation of the

a. Librarian I: This rank is assigned to librarians just entering librarianship 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. A Librarian I is not eligible for permanent status.

b. Librarian II: Appointment or promotion to this rank signifies that the librarian has demonstrated effective professional knowledge and skills significantly above those expected of a Librarian I. Normally, a minimum of three years of professional experience is required.

c. Librarian III: Appointment or promotion to this rank signifies that the librarian has mastered the skills, knowledge, and techniques of librarianship and has made meaningful contributions to the library, the institution, the library profession, and/or an academic discipline. Normally, a minimum of six years of professional experience is required, three of which must be at a level comparable to the rank of Librarian II at the appointing USM institution.

d. Librarian IV: Appointment or promotion to this rank is exceptional. This rank is awarded to those librarians who have made distinctive contributions to the library, the institution, the library profession, and/or an academic discipline. This rank normally 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 at the appointing USM institution.

Subject to the approval of the President or designee, the campus libraries of USM constituent institutions shall develop guidelines, procedures, and appropriate criteria for evaluating librarians' performance. These guidelines, procedures, and criteria should be monitored system-wide to ensure equity with respect to standards.