

WESTERN MICHIGAN
UNIVERSITY LIBRARIES
DEPARTMENT POLICY
STATEMENT



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I.

MANDATORY FIRST PARAGRAPH

It is the right, the responsibility, and the privilege of University faculty to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculty and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.¹ (Agreement, Article 23.§2.1).

II.

MODIFICATION OF DEPARTMENT POLICY STATEMENT

The University Libraries faculty “have the right to review” the University Libraries' Department Policy Statements (DPS) “periodically and to modify them,” that is, to amend, add, or delete in accordance with the *Agreement*, by a majority vote of the University Libraries faculty either at an official meeting or through a mail ballot. The Policy Statements are reviewed and, if needed, revised whenever the Western/WMU-AAUP *Agreement* is revised

¹ Text in italics comes from the *Agreement* between Western and WMU-AAUP.
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III.

DEFINITIONS

The following definitions apply to the governance policies of the University Libraries.

Abbreviated portfolio: Defined in the University Libraries Faculty Procedures document found in appendix A of University Faculty Procedures.

Agreement: The *Agreement* is the current contract between Western Michigan University (Western) and the WMU Chapter of the American Association of University Professors (WMU-AAUP).

University Libraries faculty: “University Libraries faculty” is defined as members of the unit faculty granted appointment to the University Libraries in accordance with the *Agreement*. The University Libraries Faculty may hold term or traditional ranks as assistant, associate, or full professors. Faculty members on assignment to the University Libraries, as defined by the *Agreement*, are also included in this classification.

Department: “*Department*” means, but is not limited to any of the organizational components of a unit constituency (e.g., *Department of Chemistry or School of Public Affairs*). (Article 2.j) University Libraries as a whole is considered a department in the *Agreement* and in this Policy Statement.

Department Chair: “Department chair” in the University Libraries refers to the associate deans who act as co-chairs of the department.

Libraries Council: Libraries Council refers to the internal University Libraries primary leadership team, comprised of a mix of faculty, staff, and administrators.

Unit Faculty: Unit faculty in the University Libraries, an unaffiliated academic unit, is defined and are represented by the *Agreement* as “*Board-appointed ranked faculty*” (1.§1). Thus, the *Agreement* explicitly includes faculty librarians within the general category of “bargaining unit faculty members” in a department EXCEPT when the University Libraries is identified and set apart in the *Agreement*, as in, notably, 42.§8 *Other Kinds of Faculty Workloads*. When the University Libraries is not specifically named and set apart, all other unit faculty rights and responsibilities of the *Agreement* apply to the University Libraries faculty.

University Libraries Faculty Procedures is a document that includes procedures for implementing policies.

Quorum: A “quorum” of the University Libraries faculty is defined as a majority of the University Libraries faculty present at a meeting. Issues are decided by a majority of votes cast.

IV.

GOVERNANCE COMMITTEES OF THE UNIVERSITY LIBRARIES FACULTY STANDING COMMITTEES

The Governance Committees of the University Libraries faculty shall include the following:

A. Executive Committee (Ex. Com.)

1. Composition: Five (5) members total consisting of four (4) at-large members elected from the University Libraries faculty who have completed twelve (12) months of employment as members of the University Libraries faculty and the immediate past chair of Ex. Com. The University Libraries dean is invited to serve as a non-voting, ex officio member of Ex. Com. In the event that the immediate past chair is unable to serve, the faculty will elect five (5) members-at-large. Tenured and untenured University Libraries faculty are eligible for election, but at least two (2) of the four (4) members elected each year must be tenured. The presence of four (4) voting members shall constitute a quorum. Term: One (1) year.
2. Responsibilities:
 - a. Ex. Com. shall serve as an advisory body to the University Libraries dean on a broad range of matters including, but not limited to:
 - i. Program and service development.
 - ii. Program and service discontinuance.
 - iii. Review and revision of policies and procedures of the University Libraries.
 - iv. University Libraries budget and hiring priorities.
 - b. To facilitate these activities, Ex. Com. may request from the University Libraries administration an overview of library operations including budget allocations.
 - c. The Chair of Ex. Com. will be on the Libraries Council.
 - d. Ex. Com. shall make recommendations to the University Libraries dean and to appropriate University agencies regarding sabbatical leave proposals.
 - e. Ex. Com. shall be responsible for assuring that the policies and procedures of the University Libraries faculty are up to date and in compliance with the *Agreement*.
 - f. Ex. Com. may initiate a review of the University Libraries dean and chairs as allowed by Article 19.§1.

B. Tenure and Promotion Committee (T&P)

1. Composition: T&P shall consist of five (5) tenured members elected from the University Libraries faculty, who have at least the rank of associate professor and have completed at least twelve (12) months of appointment as a University Libraries faculty member. A quorum shall consist of four (4) members.
Term: Two (2) years with either two (2) or three (3) members elected annually.
2. When a University Libraries faculty member is a candidate for promotion to full professor, an ad hoc committee of University Libraries faculty who are full professors shall be convened.

- a. If there are fewer than three (3) full professors in the University Libraries, see the process outlined in 18.§6.5.
 3. T&P shall make recommendations to the appropriate University Libraries associate dean/chair regarding:
 - a. Faculty positions.
 - b. The appointment and reappointment of University Libraries faculty.
 - c. The rank at initial appointment of University Libraries faculty.
 - d. The award or denial of tenure to University Libraries faculty.
 - e. The retention or termination of probationary University Libraries faculty.
 - f. The transfer to the University Libraries on a trial or permanent basis of faculty members from other areas of the University.
 - g. Other matters related to tenure and/or promotion of University Libraries faculty.
 - h. Administrative candidates to be hired as tenured faculty.
 4. T&P may be consulted regarding the internal transfer or reassignment of untenured University Libraries faculty in the event that reassignment might negatively affect their ability to achieve tenure. The reassigned faculty member is responsible for bringing their concerns to the Committee at the time of reassignment.
- C. Other committees. Ad hoc committees may be created by Ex. Com. as needed. Ex. Com., at the time of appointment of an ad hoc committee, shall designate the name of the committee, membership, charge, and term of service.

V.

EVALUATION, TENURE AND PROMOTION

A. Review Process (17.§6)

1. *Designated department faculty members [T&P] shall have the right and responsibility to make recommendations, with supporting data, concerning the award or denial of tenure to their colleagues...(17.§6.5) It is the responsibility of the faculty of each department to: (a) recommend the evaluation methods to be used; (b) recommend the procedures to be followed. (17.§6.5.1)*
2. *The qualifications and performance of each probationary faculty member shall be reviewed by Western during the second, fourth, and sixth years of his/her appointment... Tenure reviews are cumulative... Traditionally ranked faculty at the rank of assistant professor will be promoted to associate professor with the awarding of tenure. (17.§6.3)*
3. All board-appointed faculty in the probationary period will undergo review as stipulated by the *Agreement*, typically during the second, fourth, and sixth year, or as stipulated in the letter of appointment.
4. The University Libraries faculty recognize the value in probationary faculty receiving annual feedback. Therefore, all faculty in the tenure process will undergo an expedited review by T&P during the third and fifth years of appointment. The process for expedited review is as follows:
 - a. An optional first-year review may be initiated by candidates by notifying T&P no later than September 15.
 - b. Candidates shall electronically submit an abbreviated portfolio to the chair of T&P no later than November 15.
 - c. By December 15, T&P shall provide candidates with written feedback that will address the committee's assessment of progress in all three areas.
5. Process for review for term faculty:
 - a. By March 1, candidates shall electronically submit an abbreviated portfolio to T&P.
 - b. By March 15, T&P shall provide written feedback to candidates addressing the committee's assessment of performance in the categories of competence and service as outlined in B.2 and B.4. At the candidate's request, T&P will also provide unofficial feedback on recognition activities.
 - c. Feedback shall also be forwarded to the chair by March 15.

B. Criteria for Tenure and Promotion

1. Qualifying Requirements and Evaluation of Performance (17.§2 and 18.§2)
 - a. In addition to the University-wide requirements, attainment of tenure and/or promotion as a University Libraries faculty member at WMU requires a master's degree from a graduate program accredited by the American Library Association (ALA) or equivalent credentials from an international institution outside of the United States or Canada. A degree audit may be required to validate equivalency.
 - b. Individuals eligible for tenure and/or promotion, including those seeking early review, are evaluated by tenured University Libraries faculty who are at rank sought or higher and by T&P of the University Libraries. Candidates shall be evaluated in the following three areas:

- i. Professional competence (competence)
- ii. Professional recognition (recognition)
- iii. Professional service (service)

2. Criteria for Competence

- a. Activities for competence to be evaluated are outlined under “Scope of Responsibilities for the Assignment and Measurement of Workload” in the “Faculty Workload” section of the University Libraries DPS. Candidates are only expected to show evidence in those areas of work assigned and established as part of the individual’s workload.

3. Criteria for Recognition

- a. Recognition is defined as rigorous scholarly and professional activities that contribute to the growth of library and information sciences through the dissemination, contribution, and exchange of ideas with the scholarly and professional community. A candidate's activities in the area of recognition should demonstrate a developing professional library expertise or a progression of a research focus over time.
- b. Recognition in academic librarianship is a blend of traditional scholarly activities and emerging digital and technical scholarship. Recognition activities are those endeavors whose scope reach beyond the area of competence. Activities in recognition have the distinct quality of being shared with audiences beyond the University.
- c. For academic librarianship, recognition is frequently achieved through partnerships and collaborative endeavors involving multiple institutions, and/or regional and national teams. The University Libraries place great value on faculty contributions to these scholarly and professional partnerships.
- d. "Scholarly" signifies substantive publications and projects that undergo rigorous and selective processes for review and evaluation.
- e. "Professional" signifies substantive collaborative (team-based and/or multi-institutional) projects that demonstrate impact at the state, national, and international level.
- f. The University Libraries recognizes four categories of scholarly and professional activities that are acceptable for tenure and promotion.
- g. These categories recognize the importance of balancing professional dissemination of traditional scholarly activities with emerging digital and technical scholarship in the field of academic librarianship.
 - i. Scholarly publishing activities
 - ii. Scholarly projects
 - iii. Scholarly recognition of expertise
 - iv. Scholarly engagement
- h. The list below provides acceptable examples for each category, though the list is not exhaustive. It is incumbent upon candidates to provide justification and evidence for activities not explicitly listed.

Category One: Scholarly Publishing Activities

Examples include:

- Authoring or co-authoring a monograph.
- Authoring or co-authoring a chapter to an edited volume.
- Authoring or co-authoring an article in peer-reviewed publication (quality, length, and impact are highly relevant).
- Authoring or co-authoring conference proceedings from juried or refereed national or international professional conferences.

Category Two: Scholarly Projects

Examples include:

- Contributing to regionally, nationally and internationally recognized library and information projects and initiatives whose impact reaches beyond the University.
- Developing, collaborating on, or leading technical or digital projects whose impact reaches beyond the University.
- Developing or leading SOTL (scholarship of teaching and learning) and UX (user experience) projects that are nationally recognized or reviewed and whose impact reaches beyond the University.
- Serving as the principal investigator (PI) or Co-PI for external team-based grants.
- Serving as PI or Co-PI of a funded internal research or assessment grants.

Category Three: Scholarly or Professional Recognition of Expertise

Examples include:

- Authoring or co-authoring of articles in professionally relevant newsletters, trade publications, magazines, blogs, and other emerging non-scholarly publications and digital platforms.
- Serving as an elected or appointed officer on the board of a section or committee of international, national, or statewide library organization.
- Serving as a reviewer for academic publications and conferences.
- Curating bibliographies and other bibliographic collections.
- Reviewing books, software, and/or websites.
- Invited professional relevant consulting or advising work.
- Editing an academic journal or edited volume.

Category Four: Scholarly Engagement

Examples include:

- Presenting or co-presenting at refereed or juried professional conferences.
- Participating in panel or poster sessions at a professional conference.
- Presenting or moderating hosted workshops, webinars or other online presentations.
- Invited presentations.

4. Criteria for Service

- a. Service is defined generally in the AAUP Agreement in 17.§3.3. Within the University Libraries, service is considered those professionally relevant activities

that contribute to institutional and professional governance and/or planning of units inside and outside of the institution, including the University Libraries, the WMU Faculty Senate, the University, the WMU-AAUP, professional library and academic organizations, and community organizations.

- b. The University Libraries identifies three categories of service.
 - i. A. Service to professional organizations/governance: Serve as member of a state, regional, or national/international professional organization committee, including but not limited to MiALA, ACRL, ALA
 - ii. B. Service to the institution: Serve as member on a University committee (e.g. Faculty Senate council, University committee, WMU-AAUP, etc...)
 - iii. C. Service to the University Libraries: Serve as member on the University Libraries Ex. Com., T&P, University Libraries faculty or staff search committees, and other committees that are elective and not mandatory as part of competence.
- C. Application of Judgmental Criteria
 1. Candidates have the responsibility to contextualize recognition activities and to demonstrate their impact or value on the profession.
 2. Candidates must demonstrate sustained engagement and impact in all three areas and provide evidence by ongoing, continual effort. Quality is more important than quantity.
 3. Application of criteria for expedited review.
 - a. T&P will provide written feedback with areas for improvement.
 - b. Written feedback from expedited reviews is not to be included in the full review and is not to be forwarded to the chair or dean unless candidates so choose.
 - c. T&P will conduct the assessment based solely on the submitted materials, and judgment of the committee members.
 4. Application of criteria for candidates seeking tenure and promotion to the rank of associate professor or seeking tenure at the rank of associate professor (Articles 17 and 18)
 - a. Competence: Competence shall be measured by a candidate's *academic performance and academic potential* (17.§3.7) and evaluated by the sustained quality of a candidate's performance and impact of assigned work, as evidenced by documented effort, measurable outcomes, and final work products.
 - b. Recognition: Candidates must show evidence of recognition and must meet the following criteria by including by the final review:
 - i. A minimum of six (6) activities
 - ii. A minimum of two (2) activities from category 1.
 - iii. A minimum of one (1) activity from categories 2, 3, and 4 (to show professional well-roundedness and scholarly potential.)
 - c. Service: Candidates must show the following evidence for service: minimum of four (4) total years of service in a combination of all three (3) categories. Years of service in multiple categories may be completed concurrently or consecutively.
 5. Application of criteria for candidates seeking promotion to the rank of full professor
 - a. Candidates seeking promotion to the rank of full professor shall identify one of the three formulas as defined in 18.§3:

- i. For promotion to full professor, a faculty member must have: (a) achieved outstanding recognition and a significant record of competence; or (b) achieved outstanding success in competence and gained substantial professional recognition; or (c) gained substantial professional recognition, a satisfactory record of competence, and rendered significant professional service.
 - b. Competence shall be judged as either “satisfactory” (option c), or “significant” (option a), or “outstanding” (option b) (18.§3.7) and are defined as:
 - i. Satisfactory competence is defined as a candidate showing evidence of meeting expectations of work assigned in addition to sustained knowledge of skill required.
 - ii. In addition to the above criteria, significant competence is defined as demonstrating growth in new and existing areas of knowledge and skills as the needs of the institution and the department demand. Quality is considered more important than quantity and is based upon demonstrating impact of activities.
 - iii. In addition to the above criteria, outstanding competence is defined as demonstrating leadership and impact on institutional and departmental priorities and initiatives, as evidenced by creativity, innovation, and quality of completed work.
 - c. Recognition: Candidates must demonstrate quality and impact of recognition activities. To demonstrate continuing and ongoing engagement in recognition, candidates must provide evidence of activities in three of the four areas. Recognition shall be evaluated as either “substantial” (options b or c) or “outstanding” (option a) and are defined as:
 - i. Substantial recognition is achieved by having at minimum six (6) recognition activities (2 of which must be from Category 1) completed at rank of associate professor in addition to achievements at prior rank, if applicable.
 - ii. Outstanding recognition is achieved by having at minimum ten (10) recognition activities (2 of which must be from Category 1) achieved at rank of associate professor in addition to achievements at prior rank, if applicable.
 - d. Service. Under option c, candidates must attain *significant professional service*, defined as six (6) years of service at the rank of associate professor, including at least some service from categories i or ii.
 - i. Candidates must also serve at least two (2) years in a leadership role (chair, co-chair, vice-chair, president, vice-president).
 - ii. Years of service in multiple categories may be completed concurrently or consecutively.
- 6. Application of criteria for term faculty appointments.
 - a. As stated in 16.§6, only competence and service shall be evaluated, unless the term faculty member requests an evaluation of recognition.
- 7. The category of “unsatisfactory” for the criterion of performance in any area is unacceptable for promotion to any rank and/or tenure or continuation of appointment. Any candidate, regardless of rank, who is judged to be unsatisfactory, fails to demonstrate the

expectations as defined above for any of the areas or does not show understanding of job knowledge is unacceptable for promotion to any rank and/or tenure or continuation of appointment.

D. External Review Process

1. *External review in the area of professional recognition for traditionally ranked faculty is allowed in the final tenure [and promotion] reviews. External review may be initiated by the candidate, [T&P], or the department chair. Reviewers external to the faculty of Western Michigan University shall be appropriate to the tenure [or promotion] candidate's specialty area. By mutual agreement of the candidate and the chair of the [T&P], one reviewer may be from Western Michigan University, but external to the department. (17.§5 and 18.§5)*
2. External reviewers are not required for tenure or promotion review in the University Libraries. However, if outside review is desired, a minimum of four (4) outside reviewers is recommended by the *Agreement*.
3. An external review is distinguished from a letter of support, and is intended to be a knowledgeable independent outside evaluation of the professional achievements and recognition of a candidate.

VI.

FACULTY WORKLOAD

Preamble: Academic libraries have an essential role in the educational process and foster learning to further the mission of the academic institution. The University Libraries faculty should have appropriate, balanced, and equitable workloads to meet all aspects of their professional responsibilities.

A. Clarification

1. University Libraries faculty are typically fiscal-year, non-teaching faculty whose workload differs greatly from traditional, academic-year teaching faculty. Article 42.§8.1 identifies workload for faculty in the University Libraries as *thirty-five (35) scheduled hours a week*.
2. The term “professional librarianship” as used in Article 42 refers to the work of the unit, of which there are distinct areas related to acquiring information resources, information resource management, outreach research support, and access, instruction and educational workshops.

B. Baseline Expectations

1. Participation in shared governance, service to the unit and to the University, and participation in libraries faculty and operational meetings.
2. Timely and thorough fulfillment of job responsibilities.
3. Engagement in relevant professional development and recognition activities, including technological core competencies.

C. Values

1. The work of the University Libraries faculty is informed by state, regional, national, and subject-based professional library organizations that follow academic library trends and standards of practice. Below are examples.
 - a. American Library Association’s (ALA) Core Values of Librarianship:
<http://www.ala.org/advocacy/intfreedom/corevalues>
 - b. Standards for Libraries in Higher Education:
<http://www.ala.org/acrl/standards/standardslibraries>
2. The University Libraries faculty hold the following core values: diversity, inclusivity, privacy, collegiality, civility, intellectual freedom, and barrier-free access.

D. Process for Establishing Workload

(This section clarifies the process of establishing workload, when workload is to be established, and notification of workload assignment.)

1. Establishing Workload Assignments: Faculty shall meet with their respective chair to review and establish workload prior to each semester. Workload will be established to meet the needs of the faculty's area of work with the understanding that an additional, mid-semester review shall take place if adjustments are deemed necessary by either the faculty member or the chair. The DPS shall be used as a baseline.
2. Work Assignment Notification: The *Agreement* states that the work of the faculty shall be distributed to all faculty prior to the start of fall and spring semester. (42.§6.2) Since the work of the University Libraries is unique and happens outside of an academic calendar, it is recommended that the chair of the department establish workload assignments and

make them available to the faculty as a whole prior to the start of each semester, including summer.

E. Distribution of competence, recognition and service within *35 scheduled hours*: While the *Agreement* provides expectations of thirty-five (35) work hours for access to, and availability of faculty librarians, this section provides recommendations and expectations for workload distribution among the areas of competence, recognition, and service.

1. Distribution:

- a. It is recommended and expected that competence represent a substantial portion of faculty workload and account for approximately eighty percent (80%) of a faculty member's thirty-five (35) scheduled hours.
- b. Recognition and service shall account for approximately twenty percent (20%) of the faculty member's thirty-five (35) scheduled hours.
- c. Latitude and variation of distribution. It is recommended that the University Libraries faculty be afforded latitude and flexibility with their scheduled hours in order to fulfill their multiple responsibilities. It is recognized that this may at times include work outside normal business hours.
 - i. Latitude should be given for a faculty member to be responsive to programming, instruction needs, patron/vendor needs, and assigned time-sensitive projects.
 - ii. It is also recognized that workload distribution can and does vary to accommodate faculty opportunities and responsibilities and can also vary based on rank or where the individual is in the tenure and promotion process.

F. Scope of Responsibilities for the assignment and measurement of workload: This section describes the scope of responsibilities that together create a professional workload. The work of the faculty is a combination of assigned and response-driven projects. Faculty are given a certain amount of agency and self-direction in assigned work. It is understood that the work of University Libraries faculty is often difficult to predict and workload assignments should reflect the typical work in any given area as defined by the department. Workload should reflect reasonable expectations. Many librarians carry out responsibilities that span multiple areas of work. No one activity listed below is inherently more important than another.

1. **Administrative and supervisory responsibilities:** Many faculty librarians carry out administrative and supervisory responsibilities. Activities include overseeing student and staff employees, arranging training and professional development opportunities, compiling and writing annual reports, annual reviews, long-range planning, determining technology needs, and providing front-line oversight and security for the public, library spaces and collections.
2. **Assessment/Analytics/Reports:** Activities related to continuous planning and assessment of services, collections, user experience, teaching and learning, and library spaces.
3. **Collection Management:** Activities related to acquiring and providing access to physical and electronic collections, including actively selecting, deselecting, and managing the integrity of the collections of the University Libraries.
4. **Digital Projects Management:** Activities include support for internal and external collaborative digital projects, including project design, selecting and creating content and establishing workflows.

5. **Instruction:** Activities include providing instruction, consulting in curricular development with academic faculty, developing curriculum support resources and learning materials (such as research guides and tutorials), assessing student learning, and teaching for-credit courses (in load).
6. **Outreach and Programming:** Developing, coordinating, organizing new or established programs and ensuring their integrity through strategic design and assessment/evaluation.
7. **Professional Development:** Activities include implementing standards of practice and keeping up with best practices and emerging trends in academic libraries and communicating changes in library theory.
8. **Recognition:** In the discipline of library and information sciences, recognition is predominantly achieved through, though not limited to, articles in refereed and professional publications, conference presentations and posters, conference proceedings, writing and administering grants, serving in elected offices in professional associations, and professional consultations
9. **Research Services:** Activities included any direct or indirect support for the many research needs of users and include research consultations, authoring and updating research and course guides, supervising internships, service to the discipline, essential support for grant applications, copyright support, finding aids, digital projects, and data management plans.
10. **Resource and Systems Management:** Responsibilities and activities include administration and management of discovery and information resources and platforms, maintaining vendor relations, troubleshooting and improving usability. Resource management also includes consulting on, creating, developing, and revising descriptive metadata and cataloging of special and digital collections.
11. **Scholarly Communications:** Activities include providing consultation and support for copyright, author rights, information access, authority, establishing expertise in subject area, finding information resources, research and publication practices. Also includes outreach, marketing, and management of the institutional repository.
12. **Service:** Faculty are expected to contribute to the shared governance of WMU, the University Libraries, and professional organizations.
 - a. Since so much of a University Libraries faculty member's work is committee-based and collaborative, it is important to clarify that service is considered workload assignments that contribute to the process of shared governance as a faculty member of the University, such as on Faculty Senate or Ex. Com.
 - b. A faculty member whose participation on a committee is integral to their position should consider that committee as fulfilling competence, such as the Collection Development committee
13. **User Services:** Activities include establishing policies and procedures with regard to borrowing and accessing materials, developing and managing resource delivery access points, other transactional library services, general library operations and user experience.

VII.

SCHOLARLY LEAVE

A. *Bargaining unit faculty members in the University Libraries shall be eligible for scholarly leave dedicated to the pursuit of research, writing, and other scholarly activities as indicated in the Department Policy Statement. (42.§8.3)*

B. To be requested for dedicated time to pursue research, writing, and other scholarly activities. Approval from the chair is required before leave may be scheduled or taken.

VIII.

PROFESSIONAL DEVELOPMENT LEAVE

A. *Faculty members in the University Libraries shall be eligible for up to ten (10) days of professional development leave. Such professional development leave shall be scheduled with the approval of the chair of the department after a written proposal from the faculty member has been accepted. (42.§8.2)*

B. To provide time for professional enhancement activities outside of the scope of Scholarly Leave, such as scheduling a visit to another library to talk about a program or spaces, or attending a professional conference outside of the scope of the faculty member's work assignment.

C. *The leave assignment will be completed with the filing of a written report from the faculty member to [the chair]. (42.§8.2.1)*

IX.

SABBATICAL LEAVE

26.§3.1 *Department and College Review.*

26.§3.1.1 *Each department shall establish and set forth in its Department Policy Statement the procedures and criteria by which department recommendations for sabbatical leaves shall be made. The criteria shall include the proposal's merits: (a) in its own right, (b) for the individual, and (c) for the University, and shall be evaluated according to these criteria and the prospect of success of the sabbatical.*

26.§3.1.2 *Applications and proposals for sabbatical leave shall be submitted by the faculty member to the department according to established deadlines. The appropriate department*

committee shall review all applications and proposals and forward its recommendations in priority order to the department chair.

26.§3.1.3 The department chair shall review all department recommendations and forward them to the dean, indicating in each case his/her recommendation on each proposal. The department chair shall also submit to the dean a specific written proposal for reallocation of the workloads of faculty members recommended for sabbatical leaves.

- A. The “appropriate department committee” for review of all applications and proposals in the University Libraries shall be Ex. Com.
- B. The criteria that Ex. Com. will use will be based on the guidelines of the University Sabbatical Leave Committee.

X.

FACULTY REVIEW OF ADMINISTRATIVE AND FACULTY CANDIDATES

- A. Faculty members have the right to make recommendations regarding the appointment or reappointment of candidates for administrative and faculty positions.

Major revision of UL DPS occurred 2017-2019; Approved by UL faculty, UL dean, UL co-chairs, WMU-AAUP, and Western on July 12, 2019.