### James E. Brooks Library
**“Excellence” for Post-Tenure Review Merit**

CBA 16.6. Merit Salary Increases for Full Professors. Effective with Post-TR conducted during the 2014-15 academic year, full professors … will be eligible for merit salary increases associated with their Post-TR as follows:

**CBA 16.6.1** Those full professors who are judged at the conclusion of their Post-TR review to be excellent teachers or to have excelled in scholarship/creative activity will receive a 3.0% increase in their salary base.

**CBA 16.6.2** Those full professors who are judged at the conclusion of the Post-TR review to be excellent teachers and to have excelled in either their scholarship/creative activity or service responsibilities will receive a 5.0% increase in their salary base.

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<th>Item</th>
<th>College Performance Standards &amp; Review Procedures</th>
<th>Recommendation for Evaluation of Excellence</th>
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| Primary Duties/Teaching     | Evidence in Primary Duties/Teaching includes substantial evidence that the faculty member makes ongoing enhancements to her or his work processes, stays up-to-date in the field and makes substantive positive contributions to the quality of library services.  
  • Self-reflective statement that addresses both primary duties and teaching, when appropriate  
  • Student Evaluations of Instruction (SEOI)  
  • Course Syllabi.  
  • Peer evaluation using multiple measures. | 1. Self-reflection based on feedback from SEOIs and peer observations that discusses what you have specifically done in your primary duties and instruction to move toward “excellence”. Include evidence supporting your reflection.  
  2. Excellent SEOI evaluations for most courses.  
    o Candidates should average above 4.0 in most categories of the SEOI. Scores below 3.5 may indicate an area for improvement and should be addressed in the written statement by the candidate and evaluators in the reappointment files.  
    o Written comments by students that identify positive aspects of the course and cite specific areas for improvement (organization, communication, etc.) can also be useful sources of information.  
  3. Multiple peer classroom observations completed by different people are excellent. Include observations.  
  4. Course syllabi are clear and comprehensive, with meaningful student learning outcomes and assessments.  
  5. An equivalent evaluative tool addressing the specialty of the position as agreed upon by the Library Personnel Committee (LPC) and Library Dean.  
  6. Other Evidence of Excellence such as:  
    a) Evidence that you have shared your expertise with others outside the university.  
    b) Major award such as Distinguished Professor Award, Librarian of the Year, etc.  
    c) Innovative curricular work.  
  7. Assuming and carrying out exceptional and above average share of departmental business.  
  8. Motivating and taking leadership role in departmental governance and decision-making.  
  9. Exceptional communication skills with library users, |

University Faculty Criteria Guidelines – Post-Tenure Review merit: Faculty must provide qualitative and quantitative evidence of excellence in the areas defined in Article 16.6 that clearly exceeds the usual standards expected of Full Professors.
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<th>Scholarship</th>
<th>Service</th>
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| Tenured faculty members are expected to complete at least eight items from Category A and B during the previous five-year review period, unless otherwise outlined in the approved accumulated workload plans. Scholarship standards for PTR will compare workload plans to accomplishments. | Minimum of eight scholarship activities with a minimum of two Category A items. | Has served consistently:  
- On two or more committees, councils, task forces at the University and/or library levels.  
- In at least one partnership with the university or wider community.  
- On two professional boards or committees. |

10. Proactively setting objectives and making decisions that are consistent with the overall goals of the Library.  
11. Preparing clear and concise reports, policy statements and similar documents as needed  
12. Consistently reliable and accurate follow-through on departmental assignments.  
13. Excellent advising, support and assistance to students when appropriate (e.g., service desk, email).  
14. Actively promoting respect and compliance with institutional decisions.  
15. Actively participate in professional development activities and efforts twice per year to improve performance, such as:  
   - Attending teaching workshops and symposia (continuing education, webinars, etc.).  
   - Pursuance of continuing education/coursework taken from a university, professional association, or similar agency.  
   - Development or acquisition of professional skills.  

Scholarship Tenured faculty members are expected to complete at least eight items from Category A and B during the previous five-year review period, unless otherwise outlined in the approved accumulated workload plans. Scholarship standards for PTR will compare workload plans to accomplishments.  

Service Tenured faculty member is involved in service to/with students, colleagues, communities, and professional societies by:  
- Contributing to the university, library, as a result of a committee appointment.  
- Making a contribution in the shared governance of the university and/or library.  
- Being active in professional societies or organizations at the national, regional, state, and/or local levels.  
- Being active in communities by using his/her expertise to assist community groups.  

[Responsibility: Dean, Library Services; Approved by: Marilyn A. Levine, Provost/VP for Academic & Student Life; June 2014]