



STOCKTON UNIVERSITY | CENTER FOR TEACHING & LEARNING DESIGN

Summary Guide for FIRST-YEAR Librarian Faculty

A first-year evaluation file is a Feedback Review only. You will have a Decision “Action” Review in year two.

[PERSONNEL CALENDAR:](#)

To access deadlines for file evaluations, click on the Personnel Calendar link above. Underneath the colored checklist on the right side of the screen, click “none”. This will remove all the check marks. Find the year related to your file and click the check box. This will pull up your specific dates.

FIRST YEAR LIBRARIANS

Fall Term

- 1) Thoroughly read the locally-negotiated agreements: [Faculty Evaluation Policy \(2016\)](#) which outlines standards of excellence for faculty performance, and the [Faculty Evaluation Procedures \(MOA 2015\)](#) which outlines procedures for evaluating faculty performance and promotion.
- 2) Select a **Mentor** (a tenured librarian selected by you in consultation with your Associate Director and/or Director) no later than the end of your first semester at Stockton. **(Required)**
- 3) Attend weekly New Faculty Workshops presented by [The Center for Teaching and Learning Design](#) if it is required.
- 4) Attend [file construction workshops](#) led by the CTLD in consultation with Faculty Review Committee members. **(Optional)**
- 5) Begin drafting your **faculty plan for tenure and promotion** in consultation with the Library Personnel Committee and your direct supervisor, approximately three (3) pages in length (a template is located on page 62, MOA Procedures). Your LPC should provide mentoring to help you achieve your plan. Thoroughly review the [University](#) standards for excellence in Librarianship, Scholarship or Creative Activity, and Service. **(Required)**

Between Fall and Spring Terms

- 1) Before your file closing deadline, you should prepare a **First-Year Feedback Review File** for electronic upload. (You will receive a Faculty Evaluation Notification email that tells you when

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your file is open and provides further instructions.) For the Review File, you should do the following:

- a. Update your Curriculum Vitae. **(Required)**
- b. Write a one (1) page reflection (page length is a suggestion) on librarianship, scholarship, and service in your first semester (the standards for library faculty are listed on **pg. 13, 7.0** in the [Faculty Evaluation Policy 2016](#). The policy will also refer you to the 6.2 standards for scholarship, and 6.3 standards for service. **(Required)**)

The Library Administrative Services Supervisor will have prepared the other required parts of your file (cover form, description of position, and copies of letters written by reviewers (and rebuttals). If you need help, please meet with this staff member.

Spring Term

- 1) By the appropriate deadline, meet with your Library Personnel Committee (LPC) about the draft of your faculty plan. **(Required)**

DEFINITIONS (with corresponding acronyms):

- **Library Faculty (F):** Refers to Library Faculty cover under Article XV11 of the Master Agreement.
- **Review Advisor:** Tenured faculty member that may be selected by a candidate in consultation with his or her Director to assist in compiling a file for retention, tenure, or promotion.
- **Mentor:** A tenured faculty member selected by a candidate in consultation with his or her Director to provide specific guidance about the librarianship, scholarly activity, and service expectations of the candidate.
- **Library Personnel Committee (LPC):** Consists of all tenured members of the library faculty.

Do you need additional help? You may find additional assistance for file construction and tenure from assigned mentors, file reviewers, the CTLD, and the SFT. Please do not hesitate to utilize the many resources at your disposal!

- [Center for Teaching and Learning Design \(CTLD\)](#)
- [Stockton Federation of Teachers \(SFT\)](#)

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