

SCHOOL OF LIBRARY AND INFORMATION SCIENCE
OPERATING RULES AND PROCEDURES OF THE FACULTY

REVISED
September 2009

SCHOOL OF LIBRARY AND INFORMATION SCIENCE
COLLEGE OF COMMUNICATIONS AND INFORMATION STUDIES
UNIVERSITY OF KENTUCKY

Table of Contents

| | |
|--|----|
| Introduction | 3 |
| Administrative Organization | 3 |
| Director of the School of Library and Information Science | 3 |
| Assistant Director | 4 |
| Director of Graduate Studies | 4 |
| The Faculty | 5 |
| Council Structure of the School | 5 |
| School Council | 6 |
| Function | 6 |
| Membership | 7 |
| Voting | 7 |
| Meetings | 7 |
| Quorum | 7 |
| Minutes | 7 |
| Curriculum Committee ¹ | 7 |
| Admissions Committee | 8 |
| Executive Committee | 9 |
| Search Committee | 10 |
| Promotion & Tenure Committee | 10 |
| Planning Committee | 11 |
| Technology Committee | 11 |
| Appendix I Committee Membership | 13 |
| Appendix II Organizational Structure | 14 |
| Appendix III Faculty Selection Process | 15 |
| Preparation | 15 |
| Review | 15 |
| Invitation | 15 |
| Interviewing | 16 |
| Evaluation | 16 |
| Offering | 16 |
| Follow-Up | 16 |
| Appendix IV Faculty Promotion Procedures | 17 |
| Approximate Calendar for Tenure and Promotion Considerations | 17 |
| Checklist for Promotion Dossiers | 19 |
| Appendix V Planning, Review and Evaluation of Faculty | 20 |
| Faculty Evaluation | 21 |
| Percentage of Distribution of Effort | 21 |
| Appendix VI Procedural Guidelines for Faculty Appeal of Evaluation | 25 |
| Appendix VII Instructional Release Time Policy | 27 |
| Appendix VIII Guidelines for Tenure and Promotion | 28 |
| Expectations for Scholarly Productivity, Regular-Title Faculty | 28 |
| Appendix IX Faculty Development Funds Policy | 30 |
| Faculty Performance Evaluation Report | 31 |
| Faculty Performance Evaluation | 35 |

¹ For each committee information about function, membership, term of office, voting, meetings, quorums, and minutes is provided.

INTRODUCTION

The 1993 merger of the College of Library and Information Science and the College of Communications formed the College of Communications and Information Studies that consists of a Department of Communication, a School of Journalism and Telecommunications, and a School of Library and Information Science. The last major revisions of these operating rules and procedures reflected changes in the organizational structure and procedures resulting from that merger. The School of Library and Information Science made minor revisions to these rules and procedures in 2001 and the current 2009 revisions are to ensure consistency with University policies, accommodate changes in University academic governance, and reflect minor internal changes within the School.

The purpose of these Operating Rules and Procedures, as established by the faculty of the School of Library and Information Science, is to promote the effective and efficient operation of the school. These Rules of Procedure are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky and the laws of the Commonwealth of Kentucky and of the United States of America. In the event that these rules of procedure are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

ADMINISTRATIVE ORGANIZATION

The administrative organization of the School of Library and Information Science is determined by its administrative needs, and the teaching, research, and service functions of the school. Each administrative staff is responsible to the director, directly or through his/her superior, for the effective operation of the organizational unit or functions for which he/she is responsible. The administrative organization of the school is established by the director, with the advice of the School Council, and the approval of the dean of the college, the Provost, or the president of the university.

1. DIRECTOR OF THE SCHOOL OF LIBRARY AND INFORMATION SCIENCE

The director serves as the executive officer of the school. It is the director's responsibility to see that the Governing Regulations, the Administrative Regulations, the Rules of the University Senate, other adopted rules and procedures of the university, and the rules and procedures of the school and college faculty are enforced. The director is the chair of the school faculty and an ex officio member of all school committees, but does not participate in the deliberations of the promotion and tenure committee.

The director is charged with overseeing the educational work of the school, and its efficient conduct and management in all matters not specifically charged elsewhere. The director is responsible for the curricula of the school, for the quality of instruction given therein, for the assignment of duties to all personnel, and for the services provided by the faculty of the school, individually and as a whole. The director is responsible for recommendations on salaries, salary changes, appointments, reappointments, terminal appointments, decisions not to reappoint, post retirement appointments, promotions, and granting of tenure for members of the school or for ultimate action thereon when such authority has been delegated to the director by the dean, the provost or by

the president. The director submits the budget request for the school and administers the budget when it is approved.

The budget request shall be based on established practice, as informed and modified by faculty advice; input from faculty shall be solicited at School Council meetings and also as received through explicit requests for equipment, supplies, travel support, course staffing and other expressed needs of the faculty.

The term of a director's appointment shall be four to six years and ordinarily an individual will be asked to serve as director for only one term (Gov Regs., VIII-3).

The director shall speak for the school. In the event that the director believes it necessary to depart from recommendations of the school faculty, he/she shall communicate the faculty's recommendation as well as his/her recommendation, and notify the faculty of such action.

Because the School of Library and Information Science consists of a single academic unit, the director of the school assumes the responsibilities of both the school director and department chair as detailed in the Governing Regulations and Administrative Regulations of the University of Kentucky.

2. **ASSISTANT DIRECTOR**

The assistant director of the school works closely with the Director of Graduate Studies as regards student related matters. He/she has direct responsibility for the administration of the educational requirements of the school, and verification and certification to The Graduate School, Registrar and college, of the satisfactory completion of these requirements for entering and graduating students. He/she is responsible for administering the academic rules and regulations of the school, college and he university as they apply to students, and he/she shall devise, and be responsible for, a system of student records as is necessary in order to discharge these responsibilities.

He/she is responsible for establishing and maintaining an effective advising system for the students of the school. He/she shall be in charge of all registration functions of the school within the bounds of the current procedures of the university. He/she shall establish and maintain communication with, and as charged by the DGS provide for the school liaison with The Graduate School and the Placement Office. He/she shall be an ex officio member of the Admissions Committee and the Executive Committee of the school. The assistant director serves as the secretary of the School Council.

The assistant directory may delegate responsibilities to the student affairs officer as appropriate.

3. **DIRECTOR OF GRADUATE STUDIES**

The director serves as the school's Director of Graduate Studies (DGS). The DGS reports to the Dean of the Graduate School, or his/her delegate, on matters relating to graduate education, and is responsible to the Dean of The Graduate School for the administration of the graduate program of the school.

4. **THE FACULTY**

The faculty of the school consists of the dean of the college, the director of the school, and the members of the faculty of the college who have been assigned duties in the school (Gov Regs, VII-5). Membership on the councils and committees of the school, with or without voting privileges, may be extended by the school faculty to any other person assigned to it for administrative work, teaching, or research. Membership on the school councils and committees will normally be extended to non-faculty in the school by a vote of the faculty at the first meeting of each academic year, following a nomination from the floor for that purpose."

Within the limits established by the regulations of the Board of Trustees, the policies and rules of the University Senate, and the policies and rules of the faculty of the college of which it is a unit, the faculty of a school shall determine the education policies of the school. Student input in developing educational policies is obtained through student membership on the School Council and the Curriculum Committee. The faculty of the school shall be responsible for functions and duties assigned to it by the faculty of the college. For these purposes, it shall establish its own rules and determine its own committee structure. After approval of these rules by the dean of the college and the chancellor, copies of the rules and a description of its committee structure shall be made available to its members and a copy filed with the college of which it is a unit.

Because the School of Library and Information Science consists of a single academic unit, the faculty shall assume the responsibilities of both school and departmental faculties as detailed in the Governing Regulations and Administrative Regulations of the University of Kentucky.

All faculty members of the School of Library and Information Science are voting members of the College Assembly of the College of Communications and Information Studies. Each year two school faculty members will be elected by the school to serve on the Faculty Council of the College of Communications and Information Studies. The Faculty Council is the one standing committee of the College Assembly and serves as its executive committee. It is chaired by the dean of the college and consists of two elected faculty representatives from each of the three academic units of the college. The director of the school is not eligible for election to the Faculty Council of the college. School faculty may also serve, as necessary, on ad hoc committees of the College of Communication and Information Studies.

5. **COUNCIL STRUCTURE OF THE SCHOOL**

It is the intent of the faculty of the school that the organizational structure adopted by the school encourages broad-based participation on the part of all elements of the school in policy-making and decision-making.

In creating an organizational structure for the school, primary emphasis has been given to establishing a system that will best meet the needs of a relatively small academic unit. Essentially, two policy-making groups exist within the school-the faculty and the administration of the school. Although no clearly defined demarcation exists between these two groups, except as set down in the university regulations, the faculty is responsible for determining the educational content of the curriculum and methods of instruction. The director, as the executive officer of the school,

has administrative responsibility for ensuring that the Governing Regulations of the Board of Trustees, the Administrative Regulations, Rules of the University Senate, rules and policies of The Graduate School, and those of the college and school faculty are enforced.

The organizational structure of the School of Library and Information Science includes the following council and committees: (1) School Council; (2) Admissions Committee; (3) Curriculum Committee; (4) Executive Committee; (5) Promotion and Tenure Committee; (6) Search Committee; (7) Planning Committee; (8) Technology Committee; and, ad hoc committees as needed. The Curriculum Committee serves in an advisory capacity to the School Council with regard to academic degree requirements, courses of study, class schedules, subject matter and methods of instruction, graduate and research programs, extension programs, independent study and such other matters that arise with respect to the development of the educational program of the school; the Admissions Committee implements school policies as regards admissions decisions and student petitions; the Executive Committee advises the director on administrative matters; the Promotion and Tenure Committee concerns itself with issues related to promotion and tenure of school faculty; the Search Committee is concerned with the identification, recruitment and selection of new faculty members; the Planning Committee focuses on planning and assessments functions within the school; and the Technology Committee serves in an advisory capacity with regard to issues related to technology.

The School Council is authorized to establish standing or ad hoc committees that would aid it in the performance of its specified functions. In addition, the School Council delegates to the Admissions Committee and the Curriculum Committee the authority to make decisions relative to the interpretation and implementation of existing policy and regulations. If any member of the School Council voices objections to the actions of any school committees within ten days following the publication of the action, the decision shall be referred to the School Council for consideration.

Membership and voting privileges are specified with regard to the School Council and committees of the school. Except when executive sessions are called to discuss sensitive personnel matters, meetings are open to anyone interested in the work of the council or committees.

All meetings of the School Council and individual committees of the school must be announced, indicating the agenda, and the time and place of the meeting, and minutes of meetings must be circulated to the members of the School Council.

1. SCHOOL COUNCIL

- a. **FUNCTION:** The School Council serves as the policy-making and decision making body of the school with regard to all functions for which the faculty has primary responsibility, including internal policies and procedures of the faculty, academic requirements, courses of study, class schedules, graduate and research programs and services activities of the school.

- b. **MEMBERSHIP:** All full- or part-time faculty members, professors emeriti (by invitation), the administrative assistant, and one student representative (president, vice president, treasurer or secretary of LISSO).
- c. **VOTING:** Voting privileges shall be extended to all full-time faculty members.
- d. **MEETINGS:** Eight regular meetings shall be scheduled during August, September, October, November, January, February, March and April. The August meeting shall be devoted to a general orientation; establishment of a tentative agenda for the council; and the determination of the membership of the Committees, and the standing and/or ad hoc committees of the faculty for the coming year. Other meetings shall be devoted to the consideration of matters relating to the functions for which the faculty have primary responsibility. Matters submitted for the consideration of the School Council shall be acted upon within 30 days from receipt of request for action. The School Council may delegate the authority to take action on specific issues to committees.

Special meetings may be called by the director of the school, or upon receipt of a request signed by at least three voting members of the School Council.

The director shall preside at meetings of the School Council and shall be responsible for posting notices of meetings, including agenda, to all members of the School Council and the general public. In the absence of the director, these responsibilities shall be assumed by the senior member of the school faculty, who shall serve as vice chairman of the School Council.

Issues are decided by voice vote or by show of hands, except that upon the request of any voting member of the Council, a secret ballot shall be used. Issues coming before the School Council shall be circulated to the members at approximately (10) working days prior to the meeting of the Council at which the issues are to be considered. To change existing policy, or to make effective new policies, a simple majority vote of those present shall be required.

- e. **QUORUM:** The presence of more than 60 percent of the voting members of the School Council constitutes a quorum.
- f. **MINUTES:** The secretary of the Council shall record the minutes of each meeting of the Council and distribute and post those minutes within ten (10) working days following the meeting. The Assistant Director shall normally serve as Secretary to the School Council. In the event that the Assistant Director is unable to perform this function, a substitute shall be elected by a voice vote of those present at the School Council meeting.

2. CURRICULUM COMMITTEE

- a. **FUNCTION:** The Curriculum Committee serves in an advisory capacity to the School Council with regard to all educational matters for which the faculty has primary responsibility. The Committee analyzes and evaluates educational matters on a continuing basis;

receives and/or initiates proposed changes in the curriculum; evaluates proposals; and makes formal recommendations concerning the same to the School Council.

- b. **MEMBERSHIP:** Three members of the faculty, two selected by the faculty and one appointed by the director; one student member; and the director, *ex officio*. The chair of the Curriculum Committee shall be a faculty member, elected by the members of the committee.
- c. **TERM OF OFFICE:** The faculty members will be elected or appointed during the August meeting of the School Council and will serve for a period of one year (September through August).
- d. **VOTING:** Voting privileges shall be extended to the faculty members and the student representative. A simple majority vote is needed for formal action of the committee.
- e. **MEETINGS:** Meetings of the Curriculum Committee shall be held as necessary during the academic year, or upon the request of the chair, the director or the School Council. Proposals originating from the administration, faculty and/or students which require action of the Curriculum Committee shall be formally submitted to the chair not less than ten (10) working days prior to the scheduled meeting of the Committee. An item of business shall be considered by the committee within 30 days of the chair's receipt of the request for action.

Committee recommendations, along with supporting documentation (e.g., description of proposed new courses, etc.), shall be distributed to the members of the School Council not less than ten (10) working days prior to their consideration by the council. Proposed modifications of the curriculum, which require approval of the University Senate (i.e., all but minor modifications as defined by the Rules of the Senate) shall be submitted to the School Council for action prior to the scheduled October or November meetings of the council.

- f. **QUORUM:** The presence of three (3) voting members of the Curriculum Committee constitutes a quorum.
- g. **MINUTES:** Minutes of the Curriculum Committee shall be distributed within one week of Committee meetings.

3. ADMISSIONS COMMITTEE

- a. **FUNCTIONS:** The Admissions Committee has the following responsibilities: (1) It makes decisions regarding applications for admission, and (2) It considers and acts upon student petitions, and advises the Director of Graduate Studies on it.
- b. **MEMBERSHIP:** Three members of the faculty, two of whom are elected by members of the School Council and one appointed by the director; the assistant director and the Director of Graduate Studies are *ex officio* members of the Committee.

- c. **TERM OF OFFICE:** The faculty members shall be elected or appointed at the August meeting of the School Council and serve for a period of one year (September through August).
- d. **VOTING:** Voting privileges shall be extended to the faculty, the assistant director and the Director of Graduate Studies.
- e. **QUORUM:** The presence of three members of the Committee constitutes a quorum.
- f. **MEETINGS:** As needed, generally on the call of the chair or the assistant director.
- g. **MINUTES:** Minutes of the Admissions Committee are distributed when needed.

4. EXECUTIVE COMMITTEE

- a. **FUNCTION:** The Executive Committee has three basic responsibilities: (1) It serves as the representative of the faculty and students of the school and advises the director with regard to the administration of the school; (2) It serves to facilitate communication between the administration, faculty and students of the school; and (3) It initiates proposals and/or recommendations to school committees, the School Council or to the director regarding administrative issues and concerns of the faculty and students.
- b. **MEMBERSHIP:** Three members of the faculty, two of whom are elected by the School Council and one appointed by the director; the director and assistant director serve as ex officio members. For continuity, the committee will elect the chair of the Executive Committee for the next year at the last meeting of the spring term from its faculty members.
- c. **TERM OF OFFICE:** One faculty member will be elected and one will be appointed at the August meeting of the School Council to serve for a period of one year. The third member of the committee is the chair who will have been elected by the Executive Committee during the previous spring. Except for the chair, no faculty member shall serve on the committee two consecutive years.
- d. **MEETINGS:** Meetings of the Executive Committee shall be held monthly from September through April, and upon request of the chair or a member of the committee.
- e. **QUORUM:** The presence of three members of the committee constitutes a quorum.
- f. **VOTING:** Issues are decided, as necessary, by a majority vote of the committee members.
- g. **MINUTES:** Minutes will be circulated to the members of the School Council within a week following the meeting of the committee.

5. SEARCH COMMITTEE

- a. **FUNCTION:** To serve as the vehicle by which the school identifies and recruits new faculty members. The process used by the committee is detailed in the School's Faculty Selection Process. (see Appendix 111)
- b. **MEMBERSHIP:** Three members of the faculty, two of whom are elected by the School Council and one appointed by the director. Members of the committee are elected and/or appointed as necessary to reflect the status of faculty recruitment within the school.
- c. **TERM OF OFFICE:** Members of the Search Committee serve on an annual basis (September through August).
- d. **MEETINGS:** Meetings of the Search Committee are scheduled, as needed depending upon the status of faculty recruitment within the school.
- e. **QUORUM:** The presence of three members of the committee constitutes a quorum.
- f. **VOTING:** Issues are decided, as necessary, by a majority vote of the committee members present.
- g. **MINUTES:** Minutes of the Search Committee are distributed as necessary.

6. PROMOTION & TENURE COMMITTEE

- a. **FUNCTION:** To review all promotion and tenure cases and to recommend to the appropriate university bodies regarding same. To review all non-tenured faculty and advise them regarding their progress toward promotion and tenure. To assist the Director in performance evaluations of all faculty. To provide input into the performance evaluation of the Director.
- b. **MEMBERSHIP:** Three members of the faculty, two of whom are elected by the School Council and one appointed by the director. All members of the committee must be tenured faculty.
- c. **TERM OF OFFICE:** Members of the Promotion & Tenure Committee serve on an annual basis (September through August).
- d. **MEETINGS:** Meetings of the Promotion & Tenure Committee are scheduled as needed.
- e. **QUORUM:** The presence of three members of the committee constitutes a quorum.
- f. **VOTING:** Issues are decided, when necessary, by a majority vote of the committee members present.
- g. **MINUTES:** Minutes of the Promotion & Tenure Committee are distributed as necessary.

7. PLANNING COMMITTEE

- a. **FUNCTION** The Planning Committee provides the primary focus for the strategic planning activities of the school. The committee advises the School Council regarding planning issues and is responsible for: (1) Defining planning objectives that will increase the effectiveness of the school, (2) Recommending strategies for accomplishing the defined planning objectives to the School Council, (3) Identifying major problems and/or opportunities affecting school performance, and (4) Monitoring the extent to which the school achieves its goals and objectives.
- b. **MEMBERSHIP:** Three members of the faculty, two of whom are elected by the School Council and one appointed by the director and one student; The director serves as an **ex officio** member of the committee. For continuity, the committee will elect the chair of the Planning Committee for the following year at the last meeting of the spring term from its faculty members.
- c. **TERM OF OFFICE:** One faculty member will be elected and one will be appointed at the August meeting of the School Council to serve for a period of one year. The third member of the committee is the chair who will have been elected by the Planning Committee during the previous spring. Except for the chair, no faculty member shall serve on the committee to consecutive years.
- d. **MEETINGS:** Meetings of the Planning Committee shall be held monthly from September through April and upon request of the chair.
- e. **QUORUM:** The presence of three members of the Planning Committee constitutes a quorum.
- f. **VOTING:** Issues are decided, as necessary, by a majority vote of the committee members present.
- g. **MINUTES:** Minutes will be circulated to the members of the School Council within a week following the meeting of the committee.

8. TECHNOLOGY COMMITTEE

- a. **FUNCTION:** The Technology Committee provides input regarding information Technology issues affecting the school. The committee advises the School Council regarding planning and implementation of information technology.
- b. **MEMBERSHIP:** Three members of the faculty, two of whom are elected by the School Council and one appointed by the director; The director serves as an **ex officio** member of the committee.

- c. **TERM OF OFFICE:** Two faculty member will be elected and one will be appointed at the August meeting of the School Council to serve for a period of one year.
- d. **MEETINGS:** Meetings of the Technology Committee shall be held as needed.
- e. **QUOROM:** The presence of three members of the Technology Committee constitutes a Quorum.
- f. **VOTING:** Issues are decided, as necessary, by a majority vote of the committee members present.
- g. **MINUTES:** Minutes will be circulated to the members of the School Council within a week following meetings of the Technology Committee.

Additionally, full-time faculty members of the School of Library and Information Science participate in college-level councils and committees as defined in the **Operating Rules and Procedures of the College of Communications and Information Studies.**

These rules of procedure have been created and approved by the faculty of this school, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Dean and Chancellor as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect. These rules contain a total of 13 pages, each of which are initialed and dated by the undersigned persons. A current copy of the approved rules for this school is available in the office of the Director of the School, the Dean of the College, and the Provost's office.

| | |
|--|------|
| | |
| Director (indicated approval by the faculty) | Date |
| | |
| Dean | Date |
| | |
| Provost, University of Kentucky | Date |

Appendix I

Committee Membership

| | |
|--|---|
| Director | School Council (Chair); Admissions Committee (Ex Officio); Curriculum Committee (Ex Officio); Executive Committee (Ex Officio); Search Committee (Ex Officio). |
| Assistant Director | School Council; Admissions Committee (Ex Director Officio); Executive Committee (Ex Officio). |
| Administrative Assistant to the Director | School Council. |
| Faculty | School Council; College Assembly; Faculty Council (2); Admissions Committee (3); Curriculum Committee (3); Executive Committee (3); Search Committee (3); Planning (3); Promotion, Tenure and Evaluation Committee (3); Technology Committee (3). |
| Students | School Council (1); Curriculum Committee (1); Search Committee (1). |
| Director of Graduate Studies | School Council; Admissions Committee (Ex Officio); Curriculum Committee (Ex Officio). |

Appendix II
Organizational Structure

Director (also DGS)

Administrative
Assistant

Assistant
Director

Student Affairs
Officer

School Council

Executive Committee

Curriculum Committee

Planning Committee

Admissions Committee

Search Committee

Promotion & Tenure Committee

Technology Committee

Appendix III

Faculty Selection Process

PREPARATION

1. Director reviews position with dean of the college and receives permission to initiate the faculty search.
1. School Council and director elects and/or appoints a Search Committee ensuring that there is at least one member whose expertise is in the subject area of each vacancy being filled. LISSO appoints one student.
2. In collaboration with the dean of the college, the director and faculty of the school, the Committee prepares a position description.
3. The dean of the college reviews the position description and ensures that the position is advertised in major professional journals and other appropriate places as recommended by the Search Committee.
4. Recommendations of possible candidates are sought from all members of the faculty, the director and any other individuals who may have some suggestions.
5. All inquiries regarding the position are sent to the chair of the Search Committee.
6. The director of the school ensures that all requirements of affirmative action and equal opportunity employment are satisfied.

REVIEW

1. All resumes and supporting materials are sent to the chair of the Selection Committee. The director circulates these materials to the faculty, administrative staff and students.
2. The chair of the Committee responds in writing to all inquiries and materials received from applicants and their references.
3. The dean of the college is provided a summary of the applicant pool.

INVITATION

1. The School Council reviews the applicant pool and decides which applicants will be invited for an interview on the recommendation of the Search Committee.
2. The chair of the Search Committee, writes letters of invitation for interviews with copies to the members of the Committee and the director.

3. The chair prepares an interviewing schedule for each candidate including all faculty, the director, assistant director, students, campus librarians, the College Dean, faculty members external to the College and other appropriate persons.

INTERVIEWING

1. Each faculty member, the director, and the assistant director interview the candidate (either individually or in small groups). Students interview the candidate as a group selected by LISSO.

EVALUATION

1. Evaluation forms with specific recommendations are used by all involved with the forms forwarded to the chair of the Search Committee.

2. The Search Committee reviews the recommendations and makes its reports its recommendation to the School Council which in turn makes its recommendation to the director.

OFFERING

1. The director makes a recommendation to the dean of the college and writes a letter offering the position to the approved candidate.

2. If the preferred candidate does not accept the offer within a designated period of time, the School Council and director may recommend a second or third candidate to the dean of the college.

FOLLOW-UP

1. After the position has been filled, the chair of the Search Committee writes letters to all those who have applied.

2. The director follows through with the administrative process and paper work for appointment to the faculty.

3. All materials distributed to the faculty by the Search Committee are returned to the director's office for filing or disposal.

4. The director prepares any necessary search process information required by the University.

Appendix IV

Faculty Promotion Procedures

Because of the complexity of the promotion and tenure procedures, no attempt has been made to summarize the specific procedures of the university here. All individuals involved in the promotion and tenure process are referred to the University of Kentucky Administrative Regulations, **AR 2:1-1, "Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure"** (with date effective, 7/1/09 and changes dated 9/18/92, 4/30/93, 1/25/94, 11/24/95, 7/1/98, 8/18/98, 1/11/99, and 7/27/00).

The following is an **approximate** calendar for tenure and promotion considerations:

| | |
|---|-------------------|
| o Director and Committee determines persons to be considered for promotion and/or tenure. | September |
| o Director solicits evaluations from external professionals recommended by the Committee. | September |
| o Director requests evaluative letters from appropriate faculty members. | September |
| o Director requests formal recommendation from Student Advisory Committee. | October |
| o Director collects annual review and evaluation data. | October |
| o Director receives faculty recommendations and prepares promotion and tenure file for consideration of Promotion and Tenure Committee. | October |
| o Chair of the Committee gives evaluation and recommendation of Committee to the director. | November |
| o Director adds Committee and personal recommendations to the promotion and tenure file. | November-December |
| o Promotion and tenure file is forwarded by director to dean of the college. | December |
| o Dean of college forwards the promotion and tenure file to college Promotion and Tenure Committee for review and recommendation. | December |

| | |
|--|----------|
| o Dean adds recommendation of college Promotion and Tenure Committee to promotion and tenure file along with personal recommendation. | December |
| o Dean forwards promotion and tenure file to Provost who in turn forwards the file to the President or an Area Committee if necessary. | January |
| o Area Committee recommendation is returned to Provost. | March |
| o Provost adds his/her recommendation to the file and forwards it to the president for his/her recommendation and final action of the Board of Trustees. | April |
| o Dean informs candidate regarding promotion and/or tenure decision. | April |

Throughout the promotion and tenure process, the appeals process is available to the candidate as detailed in the University's Governing Regulations and Administrative Regulations.

CHECKLIST FOR PROMOTION DOSSIERS

1. Recommendation of department chair or school director.
2. Up-to-date curriculum vitae or resume.
3. List of names and ranks of faculty members in the educational unit.
4. Written opinion of each faculty member required to be consulted within educational unit.
5. Written opinions of other faculty members consulted.
6. Letters providing evaluation of individual's abilities in teaching, research or other areas (obtained by director from persons outside the university not suggested by the individual)
7. Brief biographical information on persons outside the university from whom Director obtained letters and indication of which were suggested by candidate.
8. Results of faculty performance reviews for three previous years.
9. The Teaching Portfolio.
10. List of, and representative samples from, research articles, books, patents, writings, or other creative productivity.
11. Information or materials relating to professional status activity.
12. Information or materials relating to university and public service.
13. Description and criteria of special title series position or other assignment that differs from regular faculty position.
14. If the choice is not obvious, specification of which Area Committee should review the field and the candidate's written consent to be considered by this committee.
15. Description of the procedural steps used within the department, school and college, and explanation of how these steps were communicated to the faculty member.
16. Distribution of Effort Agreements since last promotion or initial appointment.
17. If applicable, indication of waiver of all or part of prior service.
18. Formal transcript indicating date of terminal degree.

Appendix V

Planning, Review and Evaluation of Faculty

I. Planning

The process of individual planning for an academic year takes place during the previous spring semester. The **Faculty Planning Report** is filled out by each faculty member and serves as the basis for planning discussions with the director of the school. Taking into account the needs of the school and the individual preferences as provided in the **Faculty Workload Guidelines**, and based upon university regulations, the director and individual faculty member reach an agreement. Where disagreement regarding workload assignment exists, the decision of the director is final. The information from the **Report** is then placed on the University's **Distribution of Effort** form and becomes the basis for the review and evaluation part of the cycle.

II. Review and Evaluation

A primary purpose of the performance review is individual and institutional self-improvement. The results of the review also serve as the basis for decisions regarding salary increase for that portion of salary funding where merit is the required criterion for allocation.

Performance evaluations of tenured faculty take place during the fall semester of the first year of the biennium and review the previous year. Performance evaluation will take place every year for nontenured faculty and or tenured faculty who request an annual review. The evaluations are based on the **Faculty Planning Report** (including **Distribution of Effort**), student evaluation input, teaching portfolios, and the **Faculty Performance Evaluation Report**. A memo outlining the process and schedule, along with the chancellor's letter regarding same is sent to each faculty member. Included in the memo is the procedure and schedule for faculty appeals. Non-tenured faculty members are also regularly review in their second and fourth years to determine the progress they are making toward meeting the university's expectations for promotion and tenure.

The information submitted by the faculty and the students is evaluated and a numerical score is determined using a five-point scale designed to recognize degrees of achievement ranging from outstanding, good, satisfactory and marginal performance.

FACULTY EVALUATION (Revised April 2001)

UNIVERSITY EXPECTATIONS

Cf. ARII-1.0.1

PERCENTAGE OF DISTRIBUTION OF EFFORT

Faculty Work Load Guidelines

TEACHING, ADVISING, AND OTHER INSTRUCTIONAL ACTIVITIES

The evaluation of instruction is based on the following aspects of instruction as appropriate:

- Teaching portfolio (cf. ARII-1.0-5)

Information contained in the faculty member's Teaching Portfolio, including course syllabi for courses currently taught, instructional activities, instructional philosophy, summary data from class evaluations, summary of advising ratings, and the faculty member's self-evaluation of his/her instructional activities.

- Percentage of distribution of effort

The percentage of the faculty member's Distribution of Effort that is given to teaching, advising and other instructional activities

- Evaluations by colleagues who witness guest lectures, colloquia presentations, syllabi, websites, etc.

Teaching

- Student evaluations of classes and instruction
Student evaluations should be judged in comparison to the norms of the University, College and School. Numeric averages are available for every item at each of the indicated levels, and these should be used to determine who is "above average."
- Number of different courses taught
- Number of classes taught during academic year
- Size of classes
- Innovative teaching methods
- New course preparations
- Unusual course revision (e.g., summer sessions, off-campus, etc.)
- Teaching – Awards and recognition for outstanding teaching
It is the expectation of the School that for all full-time faculty both the overall value of the course and the overall quality of teaching will consistently fall into the range of 3.0-4.0.

Advising

- Participation in student advising
- Student evaluation of advising

Other Instructional Activities That May Be Considered

- Participation in the range of instructional activities of the School (e.g., doctoral committees, independent studies, summer session, off-campus programs, distance learning, etc.)
- Normal Instructional Workload – Regular Title Series
 - 4 X 4 = 95%
 - 2 X 2 = 45% +/- 5%
 - Note: Typical teaching load in College is 2 X 2

RESEARCH AND SCHOLARLY ACTIVITIES

Research and scholarly contributions are evaluated on the basis of the following as appropriate:

- Research agenda
- Percentage of distribution of effort
- Faculty member's own assessment of work
- *Impact of research and scholarship indicated by book reviews, letters and/or comments of publications or scholarly presentations from peers internal and external)*

Publications

The faculty member's documented (with review copies of presentations and publications) record of productivity, giving consideration to both qualitative and quantitative dimensions of performance. Because the University of Kentucky is a research university, an especially high value is given to original research and the wide distribution of the results of research through publications and professional presentations.

- Productivity (quality and quantity of results achieved) Productivity should be comparable with the norm of the discipline and that of the area of specialty
- Nature of the activity (e.g. research or other)
- Nature of the product/output (e.g., book, journal article, book review, etc.)
Faculty members are expected to demonstrate his/her ability of independent scholarship through publications of sole authorship. However, under certain circumstances, work of co-authorship or multiple-authorship is appropriate and should be recognized.
Book reviews are optional, not expected of faculty, and should be counted as service to the profession, not as research.
- Where published
Top priority should be given to refereed publications in library and information science and other related fields.

Scholarly Presentations

A high priority is given to conference papers and scholarly presentations, not only at association-sponsored events but also at prominent, refereed conferences that publish proceedings.

Grants

Grant Proposals

Faculty members are expected to pursue internal and external grants.

Research Awards

Awards granted by significant organizations and/or professional associations recognizing faculty member's research and other creative activities.

Other Scholarly Works and Activities

- Lesser priority is given to other book chapters and to articles in professional publications.
- Normal Maximum Research Workload = 50%
- Normal Minimum Research Work load = 30%
- Note: All faculty members are expected to devote a minimum of 30% of their DOE to Research and Scholarship, unless their teaching load is more than 2 X 2. In cases of grants sufficient in amounts to "buy out" some teaching, Maximum workload can exceed 50%. (See Instructional Release time Policy, Appendix VII).

SERVICE

All faculty members are expected to allocate a part of their service percentages of effort to the work of the school, college and university through committee work and other regular institutional assignments. Factors considered in the evaluation of service contribution are defined below:

- Percentage of Distribution of Effort
- *The faculty member's documented record of productivity relating to service, with a clear indication of his/her service activities and the nature of the service contributions.*

Service to the public, professional associations and societies

- Nature of service contributions. Examples of service include:
 - Book reviews, service on editorial boards, reviewing manuscripts and proposals
 - Presentations of a non-scholarly nature at professional conferences or to professional groups
 - Continuing education activities offered to professional groups
 - Offices and membership in professional organizations
- Institutional, regional, national, international awards and recognition of the faculty member's contributions.
- Value of service to the school, the profession and the community

Service to school, college and university

- Nature of service contribution
- Service beyond expectations within the school
- University-wide contributions

Service Workload:

Normal Maximum Workload = 20%

Normal Minimum Workload = 5%

PERSONAL PROFESSIONAL DEVELOPMENT

- Nature of the activity
- Distribution of effort percentage
- Appropriateness of activity and results achieved

Normal workload for faculty not on sabbatical = 5-5%

Normal workload for faculty on sabbatical = 50 – 100%.

Appendix VI

Procedural Guidelines for Faculty Appeal of Evaluation

1. Director informs faculty member of his/her performance rating and advises him/her of the referents used in arriving at that rating.
2. If the faculty member is dissatisfied with his/her performance rating, he/she may inform the director of his/her intent to appeal the performance rating at the school level in writing.
3. The director provides faculty member with information regarding the schedule of the appeals process within the university.
4. After consultation with the school's Executive Committee, the director appoints a Faculty Appeals Committee to hear the appeal made by the faculty member.
5. The Faculty Appeals Committee secures needed documentation including, but not limited to, the following: (1) A formal written statement from the faculty member indicating the reasons for the appeal; (2) A formal written statement from the Dean detailing the evaluation process employed and the basis for the evaluation of the faculty member; (3) The faculty member's Distribution of Effort form, his/her Faculty Performance Evaluation form, his/her Planning Report, his/her Faculty Performance Evaluation Report, copies of his/her published or in-press research, course evaluation ratings, rating of advising, and the relative ratings of the faculty member for the evaluation period.
6. The Faculty Appeals Committee reviews all available information, or seeks additional information as necessary. The Committee then reviews the evaluation process and evaluates the faculty member's performance.
7. If the Committee considers it desirable, it may meet individually with the faculty member or the director to discuss specific aspects of the evaluation or the evaluation process.
8. The Faculty Appeals Committee makes a recommendation to the director based on its evaluation of the faculty member's performance and its assessment of the evaluation process.
9. The director accepts or rejects the recommendation of the Committee and informs the faculty member, and the members of the Committee, of his/her decision.
10. If the faculty member remains in disagreement with the director's evaluation, he/she may appeal that decision to the dean of the college before a faculty committee appointed by the dean. If still dissatisfied with the evaluation, he/she may appeal the evaluation to the President for a hearing before a faculty committee appointed by the President. After an appropriate hearing, the President's Committee will make a recommendation to the President whose decision will be final. While the exact schedule for the review and evaluation process varies somewhat from year to year (specific dates are communicated to the aca-

demic unit by the Provost's office each September), the following offers an approximate schedule:

Third week in January: Review completed by College and faculty member informed of results.

Second week in February: Deadline for individual faculty appeals to College committee.

First week in March: College Faculty Appeals Committee work completed.

Second week in March: Deadline for faculty appeals to Provost.

First week in April: Provost's appeals committee work completed.

Appendix VII

Instructional Release Time Policy

Cost per Course:

Faculty can "buy out" teaching time with funding. For funding 15% of salary per 9-month academic year, faculty will be released from 1 course from the standard 2/2 load. For funding 30% of salary, faculty will be released from 2 courses. For funding 45% of salary, faculty will be released from 3 courses unless course demand and a lack of qualified replacement instructors, or other unforeseeable factors prohibit such release. In the event of such an emergency, the faculty person will negotiate with the Director to determine how to "make up" the release time. Every faculty member will teach at least 1 course per year regardless of funding level.

Course Release Schedule

If a faculty member is released from 2 courses during an academic year, the distribution will be release from 1 course per semester. If the faculty member is released from 1 or 3 courses, release distribution across semesters will be negotiated with the Director. The specific courses the faculty member is released from also will be negotiated with the Director, with the goal being to ensure that required graduate and undergraduate courses are covered.

Notification of Intent to Secure Release Time

Adequate time must be provided for release time to be granted. Because semester schedules are set six months in advance, faculty should do everything possible to notify the Director prior to the course scheduling deadline if they anticipate being able to fund release time. If award notification is received after the schedule has been set, and if a replacement instructor cannot be found to cover the course, the faculty person will not receive release time for that semester. However, said faculty will receive "make up" release time at the earliest possible semester thereafter or at a future semester to be negotiated with the Director.

Time Period

Release time may only be secured during the active funding period of a grant, unless "make up" release time has been negotiated and, due to time line constraints, must necessarily occur past the close of the grant.

Salary Savings

All salary savings dollars, regardless of percentage, come to SLIS. If faculty fund more than 45% of their academic year salary, they may negotiate with the Director to return a percentage of that salary to their project(s). This percentage return would be calculated as 20% of the amount over the 45%. For example, if a faculty member funds 60% of his/her salary, then 3% of the salary savings dollars ($60-45 \times .2$) would be returned to the project. This negotiation must occur prior to the start of the project(s) that puts the faculty member beyond 45% salary funding, and must be reviewed periodically (at least annually) to monitor level of funding.

APPENDIX VIII

Guidelines for Tenure and Promotion (v. 11-5-08)

Expectations of Scholarly Productivity for Regular-Title faculty in the UK-SLIS

Approved: November 7, 2008

Introduction: Assessment of faculty scholarly productivity is based upon informed judgment. Such judgment should include an assessment of the totality of work to date; the following will serve as guidelines for making such judgments. These guidelines reflect the consensus of the School regarding the general research expectations of regular title faculty seeking tenure and promotion. The attempt to articulate the quantity and quality of academic achievement as outlined here is to serve as a general guide. The School recognizes and affirms that the unique characteristics of an individual's research agenda and discipline may necessitate a different and equally appropriate pattern of publication. It is incumbent upon the candidate to make a compelling case for the strength of the research and publication record in all cases, but particularly in those that deviate from the standards outlined in this document. It should be noted that while these guidelines describe the base-line level of accomplishment, the simple attainment of this level of productivity does not guarantee award of tenure or promotion.

Research component (Scholarship of Discovery/Integration):

- High-quality, original research is what distinguishes a research university from others;
- Research is essential for research universities to answer the call for creating new knowledge;
- Without good teaching performance, it is difficult to achieve promotion. However, outstanding teaching will not overcome a sub-standard research record.

Development of research program:

- Defined as a series of research projects centered around a core of research questions (that are considered to be vital and problem-driven);
- Demonstrated by a series of publications that are linked in terms of theme and purpose; while more than a single research theme may be appropriate, a research program should be coherent and focused.

Quantity of publication:

- Past successful tenure cases in the CCIS have typically featured between 9 and 14 research publications, including publications in press by the end of probation period; these publications appeared in a combination of venues.

Quality of research: Quality judgments are partially dependent upon the venue of publication; e.g., conference proceedings are often perceived as less rigorous than journal articles, for a variety of reasons (e.g., journals typically have a longer history of publication, a more stable editorial board, and more comparative data for ranking); however, this perception varies by discipline.

- Refereed journal articles or the equivalent are the coin-of-the-realm; the following can serve as a general guideline for indicators of quality. There will always be an element of judgment in evaluating research; allowing for differences among various subject areas, an ordinal scale (not to be followed rigidly) would be as follows:
 - A single-authored article in a top tier refereed journal.
 - First (primary) author of a multiple-authored article in a top tier refereed journal
 - Secondary author of a multi-authored work in a top tier refereed journal
 - A single-authored article in a lower-ranked refereed journal
 - First (primary) author of a multiple-authored article in a lower-ranked refereed journal
 - A single authored chapter in a book
 - Secondary author of a multiple-authored work in a lower ranked refereed journal
 - A single-authored paper in a refereed conference proceedings
 - First (primary) author of a multiple-authored paper in a conference proceedings

- Books: Since books usually take much longer to press than articles, books may be considered to be of more value for promotion to professor rather than to associate. That said, the following ranking applies to books:
 - A single-authored book published by a quality (e.g., university, scholarly-scientific, or major commercial) press.
 - First (primary) author of a multiple-authored book published by a quality press.
 - Secondary author of a multiple-authored book published in a quality press.
 - First (primary) editor of an edited book published by a quality press.

- Grants
 - Track record of grant awards. Often more valuable for promotion to professor than associate

- Other: Conference presentations and posters may be either contributions to service, or products of research; as the latter they are best viewed as way-stations to publications, which are the main evidence considered in the tenure review.

NOTE: the relative importance of single-versus multiple-authorship varies among disciplines.

Indicators of quality might include:

- Venue
- Citations , reviews, or references to works
- Authorship (see above)
- Collaborative nature
- Award-winners
- Impact (evidence based on awards, reviews, expert evaluations, etc.)

These indicators are guidelines. In each individual case the evaluation is based upon the contents of the dossier in total and how well the case for promotion and/or tenure is made.

APPENDIX IX

Faculty Development Funds Policy

Approved October 10, 2008

Allocation and Distribution of Funds

The School's professional development money shall be distributed equitably among all full-time faculty members. Each fall, the School's Executive Committee will meet to determine how much shall be allocated based on budget projections for the fiscal year. From this money come travel expenses, book purchases, software purchases (programs that would be unique for an individual faculty member), etc. Each faculty member is responsible for submitting requests to the School's Administrative Assistant to encumber faculty development funds. The School's Administrative Assistant will monitor funds and provide expenditure reports for individuals upon request.

If, by mid-year, it looks as if the School will have an adequate fund balance, the Executive Committee will allocate additional funds in equal amounts to each pre-tenure full-time faculty member, particularly those individuals who are beyond the period in which they received start-up funds. If, by mid-year, an individual faculty member's funds have not been encumbered or a faculty member has not submitted a request to encumber funds, those funds will be reallocated among the remaining faculty members.

Faculty members will not be reimbursed or allowed to encumber funds beyond the amount set by the School's Executive Committee for a given fiscal year.

FACULTY PERFORMANCE EVALUATION REPORT

SCHOOL OF LIBRARY AND INFORMATION SCIENCE

I PERSONAL DATA

Name _____ Soc. Sec. No. _____

Rank _____ Full Time () Part Time ()

Administrative title (if any) _____

Period covered by this Report _____

Distribution of Effort (%) Previously Agreed upon.

_____ Percent Instruction _____ Percent Personal Professional Development

_____ Percent Research _____ Percent Administrative (Including College and University Services)

_____ Percent Public and Professional Service

Optional Statement of faculty member with regard to accomplishments with special reference to agreed upon distribution of effort (continue on back of this page, if required).

II. INSTRUCTIONAL ACTIVITIES (TEACHING AND ADVISING)

_____ Teaching

| Period | Course Number (1) | Section Number (2) | Credit Hours (3) | No. of Students (4) | Student Contact Hours (3) x (4) |
|--------------|----------------------|--------------------------|------------------------|---------------------------|------------------------------------|
| Fall 19 | | | | | |
| Spring 19 | | | | | |
| Summer 19 | | | | | |

Comments:

_____ Number of theses completed under your direction during this review period: Names of Students:

_____ Number of doctoral committees:

_____ Student Advising: Provide data for the number of students for whom you were advisor during this review period only.

| Period | Undergraduate Students | Graduate Students |
|--------------|------------------------|-------------------|
| Fall 19 | | |
| Spring 19 | | |

_____ Supervision of interns or other special projects not reported above. Please describe.

_____ Continuing Education Instruction.

_____ Major Course and Curriculum Development. (Please describe.)

III. RESEARCH, SCHOLARSHIP OR OTHER CREATIVE ACTIVITIES

If scholarly accomplishments in your area are evaluated on the basis of publications and/or oral presentations based on research, give below the criteria for evaluation. Consultation with the Dean prior to completing this form is advised. These accomplishments for the review period should be listed where indicated. Please check one of the two categories below.

() Evaluation should be based primarily on the basis of publications based upon research.

() Other criteria (describe)

List publications (full citations) published during this review period. Do not list items submitted, in press, or those listed in this category on previous review forms. ATTACH COPIES (continue on back of this page if necessary.)

Monographs:

Referred Journal Articles:

Other articles:

Work submitted for publication in this review period.

Work in progress but not submitted for publication in this review period.

List published reviews, critiques, or abstracts ATTACH COPIES (full citations).

List lectures speeches and papers (including presentations at seminars, conferences etc.) ATTACH COPIES

If criteria for evaluation are other than publication or oral presentations based on research, list scholarly accomplishments (performances, shows, etc.) for this review period here.

List research grants awarded (give title and grantor).

List awards or recognition by learned societies, professional associations, etc. received during this review period.

List any other scholarly accomplishments for the review period not covered above.

IV. PUBLIC AND PROFESSIONAL SERVICE

(Include only service--do not include professional development aspects of association activities.) Give average number of hours per week spent on each)

Offices and committee assignments held in professional organizations

Other public service (describe)

V. PERSONAL PROFESSIONAL DEVELOPMENT ACTIVITIES (Describe)

(Individual continuing education and non-service aspects of association)

VI. ADMINISTRATIVE ACTIVITIES (Includes institutional service)

College and University Administration

(Include Committees and other activities. Give average number of hours per week spent on each)

University-Wide Administration

(Include Committees and other activities. Give average number of hours per week spent on each)

Signature

Date

Rev. 1986

FACULTY PERFORMANCE EVALUATION
SCHOOL OF LIBRARY AND INFORMATION SCIENCE

 Faculty Member's Name

 Date

 Rank

 Evaluative Period

| | Category | Agreed Distribution of Effort (Percentage) | X | Numerical Rating* | = | Merit Points |
|----|---|--|---|-------------------|---|--------------|
| a. | Instruction Activities (Teaching, Advising, etc.) | | X | | = | |
| b. | Research (Research, Scholarship) | | X | | = | |
| c. | Public & Professional Service | | X | | = | |
| d. | Personal Professional Development | | X | | = | |
| e. | Administrative Activities (Including College & University Service) | | X | | = | |

Aggregate Merit Rating (Sum of Merit Points) _____

COMMENTS:

 Signature of Faculty Member

 Signature of Dean

- *5 - An exceptional performance, normally applicable to not more than ten percent of the faculty of the College.
- 4 - An excellent performance, above that which is expected of a typical faculty member
- 3 - A good performance (Not to be interpreted as merely average)
- 2 - An acceptable performance, but a need for some improvement may be indicated
- 1 - Performance is deficient.

Faculty Performance Evaluation

| Rating* | | | | | |
|---------------------|------------------|----------------|-----------|-----------------|----------------|
| | Exceptional 5 | Excellent 4 | Good 3 | Acceptable 2 | Deficient 1 |
| Percentage Workload | | | | | |
| 70 | 3.50 | 2.80 | 2.10 | 1.40 | 0.70 |
| 65 | 3.25 | 2.60 | 1.95 | 1.30 | 0.65 |
| 60 | 3.00 | 2.40 | 1.80 | 1.20 | 0.60 |
| 55 | 2.75 | 2.20 | 1.65 | 1.10 | 0.55 |
| 50 | 2.50 | 2.00 | 1.50 | 1.00 | 0.50 |
| 45 | 2.25 | 1.80 | 1.35 | 0.90 | 0.45 |
| 40 | 2.00 | 1.60 | 1.20 | 0.80 | 0.40 |
| 35 | 1.75 | 1.40 | 1.05 | 0.70 | 0.35 |
| 30 | 1.50 | 1.20 | 0.90 | 0.60 | 0.30 |
| 25 | 1.25 | 1.00 | 0.75 | 0.50 | 0.25 |
| 20 | 1.00 | 0.80 | 0.60 | 0.40 | 0.20 |
| 15 | 0.75 | 0.60 | 0.45 | 0.30 | 0.15 |
| 10 | 0.50 | 0.40 | 0.30 | 0.20 | 0.10 |
| 5 | 0.25 | 0.20 | 0.15 | 0.10 | 0.05 |

*5 - An exceptional performance, normally applicable to not more than ten percent of the faculty of the College.

4 - An excellent performance, above that which is expected of a typical faculty member.

3 - A good performance.


2 - An acceptable performance, but a need for some improvement is indicated.

1 - Performance is deficient.

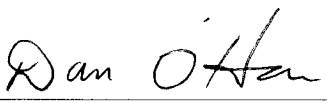
Signature Page

These rules have been created and approved by the faculty of the School of Library & Information Sciences, pursuant to the authority granted by the *Administrative and Governing Regulations* of the University of Kentucky. These rules are effective on the date when approved by the Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect. A current copy of the approved rules for the School of Library & Information Sciences, is available in the office of the educational unit chair/director (if applicable), the Dean of the College, and the Provost. A copy of these approved rules will be posted online at the University Senate website.

Approval by the faculty: Revised September 2009



Director



Dean

Sept 2010
Date



Provost, University of Kentucky