

1 **GEORGIA STATE UNIVERSITY**
2 **COLLEGE OF LAW**

3 **LAW LIBRARIAN PROMOTION AND REAPPOINTMENT MANUAL**

4 **Approved September 12, 2019**

5
6 **I. INTRODUCTION**
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8 The College of Law’s ability to achieve its educational, academic, and professional missions
9 requires a committed faculty dedicated to excellence in teaching, research, and service. The
10 College regularly assesses faculty achievement in these areas through reappointment and
11 promotion reviews. This document sets forth the criteria, standards, and procedures for
12 conducting such reviews of College of Law librarians, who are non-tenure track faculty
13 (“NTT”). The policies and procedures contained in this document must be read in
14 conjunction with the Georgia State University Promotion Manual for Non-Tenure Track
15 Faculty, as approved on April 19, 2018, and the bylaws and policies of the Board of Regents
16 of the University System of Georgia.

17
18 As aptly noted in the University’s Promotion Manual, “[p]romotion decisions for NTT faculty
19 are extremely important to the professional life of the faculty member and the institution.”
20 This document is meant to safeguard these interests and afford law librarians with notice,
21 fairness, and the opportunity and resources needed for successful promotion and ongoing
22 professional development.

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24 **II. DUTIES AND RESPONSIBILITIES OF COLLEGE OF LAW LIBRARIANS**
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26 **A. In General**
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28 The primary mission of the Law Library is to provide faculty, students, and staff of the
29 College of Law with the information resources and services that are necessary to support
30 effective legal instruction and research. Additionally, law librarians instruct students in
31 information-seeking skills for their academic success and for use in their legal career. They
32 also provide resources and services to the larger legal community of Atlanta.

33
34 The Law Library fulfills its mission by pursuing the following objectives: (i) selecting,
35 maintaining, and providing access to materials that are best suited for faculty and student
36 instructional and research needs; (ii) providing high-quality research assistance and (iii)
37 instructing students, faculty, and other library users in methods for evaluating and using
38 library resources. College of Law students must have excellent legal research skills as they
39 enter the job market. Thus, the library has an educational mission and is where the law
40 student learns to use the tools of the profession.

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42 **B. Specific Duties and Responsibilities**
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44 **1. Teaching**

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46 The primary responsibility of College of Law Library NTT faculty is teaching, defined broadly
47 to encompass professional librarianship as well as teaching as traditionally defined, where
48 applicable. Professional librarianship includes professional library service for students,
49 faculty, and staff in support of the College of Law’s educational and research mission, as
50 well as library service for members of the public, including members of the Georgia Bar, the
51 Court of Appeals, and the Supreme Court of Georgia.

52
53 Professional librarianship includes a variety of activities listed in the American Association of
54 Law Libraries Competencies of Law Librarianship.¹ These competencies may include core
55 competencies, applicable to all librarians, and specialized competencies related to
56 individual librarian job duties. Examples include, but are not limited to, providing research
57 assistance to library users, evaluating materials for possible acquisition or weeding,
58 teaching, and the organization and delivery of information within its technological context.

59
60 **2. Service**

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62 Librarians at the College of Law also are expected to perform internal and external service.
63 Specific areas of internal library service may include: Serving on Law Library, College of Law,
64 or University committees; participating in the life of the law school; serving as an advisor or
65 mentor; presentations for, or tours of, College of Law or University affiliates. Specific areas
66 of external library service may include: guest lecturing; serving on committees, task forces,
67 or boards of library associations or related groups; mentoring other librarians, either
68 informally or formally; and supervising interns.

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70 **3. Research**

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72 Law librarians are not required to engage in research or scholarship activities, although such
73 efforts are welcome and encouraged. Law librarians are expected to be familiar with current
74 trends and methods in the discipline. Research or scholarship may include: Publication of
75 articles, book reviews, bibliographies, etc., in print or electronic format; creating Computer-
76 Assisted Legal Instruction lessons; serving on an editorial board; serving on an advisory
77 committee/board; seeking additional training or education, including continuing education
78 courses or trainings as well as seeking an additional, relevant degree.

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80 **III. QUALIFICATIONS FOR APPOINTMENT**

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82 Librarians at Georgia State University College of Law Library must hold a Master’s degree in
83 librarianship granted by a program accredited by the American Library Association. The
84 degree in librarianship constitutes the librarian’s fundamental professional and academic
85 credentials.

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¹ American Association of Law Libraries, Competencies of Law Librarianship, available at
<http://www.aallnet.org/main-menu/Leadership-Governance/policies/PublicPolicies/competencies.html>.

88 **A. Qualifications for Appointment in Specific Ranks**

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90 **1. Law Librarian Instructor** requires completion of professional training,
91 marked by the Master’s degree in Librarianship from a library school program accredited by
92 the American Library Association or the Board of Regents of the University System of
93 Georgia, and recommendations from references.

94
95 **2. Law Librarian Assistant Professor** requires a record of successful
96 performance and evidence of ability to sustain a broad range of professional responsibility
97 and activity. However, a librarian who has special competence required for the position
98 under consideration, but who lacks previous experience at the professional level, may be
99 appointed to the rank of Law Librarian Assistant Professor.

100
101 **3. Law Librarian Associate Professor** requires a record of substantial
102 accomplishment, both in the librarian’s specific area of professional responsibility and in
103 contributions to the profession.

104
105 **4. Law Librarian Professor** requires a record of outstanding
106 accomplishment, both in job-related performance and in contributions to the profession.

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108 **IV. SUPPORT, EVALUATION, AND REAPPOINTMENT**

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110 **A. In General**

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112 Upon the arrival of each newly-hired law librarian, the Associate Dean for Library &
113 Information Services (hereinafter Associate Dean) will designate a law librarian to serve as a
114 mentor for the new law librarian. Mentors will provide support and guidance that will aid the
115 new colleague in his or her professional development. At the same time, mentors are not
116 meant to be the only source of communication, but to facilitate the faculty’s commitment to
117 providing regular, constructive, and candid advice.

118
119 This document will be presented to each new law librarian soon after employment begins.
120 During the new law librarian’s orientation session with the Associate Dean, the Promotion
121 and Reappointment Manual will be distributed and discussed. In addition, the Associate
122 Dean will be responsible for reviewing the promotion process with the librarian and
123 discussing opportunities and means to progress toward fulfilling the requirements.

124
125 Another source of support is provided by the Associate Dean for Research and Faculty
126 Development. This office oversees a series of programs designed for junior faculty
127 development and enrichment. Law librarians are encouraged to participate in these
128 programs.

129
130 **B. Evaluation and Reappointment**

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132 **1. Annual Review**

134 Librarians are evaluated on an annual basis for their performance and accomplishments in
135 the three areas of teaching, service, and research (as defined in §II.B. above). Librarians will
136 also be evaluated according to the schedule in §IV.B.2 for the entirety of their work toward
137 promotion.

138 **2. Structured Reviews for Professional Development and Planning**

139 Law Librarians shall receive a structured review during their second year of employment to
140 provide them with guidance on their progress toward promotion and to identify opportunities
141 that will enable them to reach their full potential in terms of their contribution to the
142 University. If a Law Librarian Instructor chooses to apply for promotion during the second
143 year of employment, the structured review is also the review for promotion to Law Librarian
144 Assistant Professor. Law Librarians shall undergo a similar review every five years thereafter,
145 unless a law librarian requests a review earlier. If a law librarian is promoted, subsequent
146 reviews will occur every five years after the promotion. The purpose of these reviews is to
147 examine the individual's contributions and achievements since his or her last review and to
148 assist the law librarian in developing professional goals for the next five years.

149 Procedures for the structured review are in Appendix B of this document.

150 **V. TIMING POLICIES FOR PROMOTION**

151 **A. In General**

152 A maximum of three years' credit toward the minimum periods identified below may be
153 allowed for service at another institution or within Georgia State University. Such credit for
154 prior service shall be defined in writing at the time of the initial appointment and approved
155 by the Provost.

156 **B. Promotion from Law Librarian Instructor to Law Librarian Assistant Professor**

157 A candidate is eligible to apply and be considered for promotion to Law Librarian Assistant
158 Professor beginning in the second year of service and no later than the fifth year of service.
159 If promotion is not received after five years of service, a terminal appointment of one year
160 will be granted.

161 **C. Promotion from Law Librarian Assistant Professor to Law Librarian Associate 162 Professor / Law Librarian Associate Professor to Law Librarian Professor**

163 For promotion to all other ranks, candidates must wait a minimum of 4 years between
164 applications for promotions at Georgia State University, other than from Law Librarian
165 Instructor to Law Librarian Assistant Professor.

166 **VI. PROMOTION STANDARDS**

167 **A. In General**

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181 Promotion recommendations of law librarians shall be based on demonstrated excellence in
182 teaching and high quality institutional and professional service (as defined in §II.B. above). It
183 is necessary to meet the standards in both of the areas. Promotion decisions entail not only
184 an evaluation of a candidate's existing contributions and accomplishments, but a predictive
185 assessment of the candidate's commitment to continued excellence and productivity in
186 these areas. More rigorous standards and expectations are applied at successive promotion
187 levels.

188
189 If a law librarian serves an additional role in the law school, such as IT Director, activities in
190 that professional area, for example law school technology, which parallel the activities in law
191 librarianship required for promotion will be considered as part of the promotion process.

192
193 Each year, the Associate Dean will convene a meeting to explain promotion policies and
194 answer questions about any and all phases of the promotion process. This meeting shall be
195 open to all interested Law Library faculty members.

196 **B. Standards for Evaluation**

197 **1. Promotion from Law Librarian Instructor to Law Librarian Assistant** 198 **Professor**

199
200 To qualify for promotion from Law Librarian Instructor to Law Librarian Assistant Professor,
201 the law librarian must demonstrate excellence in teaching (as defined in §II.B.1. above) as
202 well as high quality internal service (as defined in §II.B.2. above) and high quality research, if
203 performed (as defined in §II.B.3. above). The committee may look to [AALL competencies](#) for
204 guidance.
205

206
207 Examples of activities that may be used to qualify for promotion to Law Librarian Assistant
208 Professor include:
209

- 210 • Teaching as a guest lecturer in College of Law or University courses; creating,
211 selecting, and managing catalog records according to national standards and
212 accepted practices; or providing skilled and customized reference services
- 213 • Serving as a member of a Law Library committee, a College of Law Committee, or a
214 University committee
- 215 • Attending internal or local meetings, trainings, or other continuing education
216 opportunities
217

218 **2. Promotion from Law Librarian Assistant Professor to Law Librarian** 219 **Associate Professor**

220
221 To qualify for promotion from Law Librarian Assistant Professor to Law Librarian Associate
222 Professor, the law librarian must demonstrate excellence in teaching (as defined in §II.B.1.
223 above), high quality internal and external service (as defined in §II.B.2. above), high quality
224 research, if performed (as defined in §II.B.3. above). The committee may look to [AALL](#)
225 [competencies](#) for guidance.
226
227

228 Examples of activities that may be used to qualify for promotion to Law Librarian Associate
229 Professor include:

- 230
- 231 • Teaching as a guest lecturer or course instructor in College of Law or University
232 courses; creating, selecting, and managing catalog records according to national
233 standards and accepted practices; or providing skilled and customized reference
234 services
- 235 • Serving as a member or leader of a committee in the Law Library, College of Law, or
236 University, as well as in a professional association or organization
- 237 • Attending or presenting as a speaker at a local or regional professional meeting,
238 webinar, or conferences; publishing book reviews or short articles in professional
239 magazines or newsletters

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241 3. Promotion from Law Librarian Associate Professor to Law Librarian

242 Professor

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244 Attainment of Law Librarian Professor status is not simply the next step on the promotion
245 ladder. It reflects recognition that a law librarian has attained a national reputation for
246 achievement and standing in the profession as a teacher, librarian, and professionally-
247 engaged colleague. Both the quantity and quality of the record required for this review
248 should substantially surpass that required for the rank of Law Librarian Associate Professor.
249

250 To qualify for promotion from Law Librarian Associate Professor to Law Librarian Professpr,
251 the law librarian must demonstrate teaching (as defined in §II.B.1. above) which has a
252 sustained level of competence and effectiveness that is evaluated as excellent with
253 continued growth in the time period since the last promotion; high quality service (as defined
254 in §II.B.2. above) to the department, college and/or university , and/or to the professional
255 and practice community; and high quality research (as defined in §II.B.3. above), if
256 performed. The committee may look to [AALL competencies](#) for guidance.
257

258 Examples of activities that may be used to qualify for promotion to Law Librarian Professor
259 include:

- 260
 - 261 • Teaching courses in the College of Law or University, including proposing or planning
262 new courses; creating, selecting, and managing catalog records according to national
263 standards and accepted practices; or providing skilled and customized reference
264 services
 - 265 • Serving as a member or leader of a committee in the Law Library, College of Law, or
266 University, as well as in a professional association or organization; this may also be
267 demonstrated through librarian-mentorship activities including recruitment to the
268 profession and supervision of library interns; service on an editorial or advisory board
 - 269 • Producing scholarly publications such as articles in professional journals, whether or
270 not peer-reviewed, authoring CALI lessons, book chapters, bibliographies, and serving
271 as an editor for a newsletter or other publication; presenting as a speaker at a
272 national meeting, webinar, or conference; taking workshops or courses in
273 professional development
- 274

275 **VII. COMMITTEE ON PROMOTION**

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277 **A. Function**

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279 The Committee on Promotion will review the professional competence and contributions of
280 the law librarian being considered for promotion. The Committee is responsible for
281 recommending action regarding promotion to the Associate Dean.

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283 **B. Composition and Eligibility**

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285 The Committee, appointed by the Associate Dean, will be composed of four members: a
286 College of Law Associate Dean (other than the Associate Dean for Library & Information
287 Services), a non-library tenure track or non-tenure track College of Law faculty member, and
288 two law librarians holding rank at or above the current rank of the librarian being considered
289 for promotion. The Associate Dean will serve ex-officio. If there are not enough librarians
290 holding rank at or above the current rank of the librarian being considered, then the
291 Associate Dean in consultation with the Dean of the College of Law will appoint law librarian
292 faculty members to round out the Committee. If there are not enough qualified law librarian
293 faculty to round out the committee then committee members will be selected from the
294 College of Law tenure track or non-tenure track faculty. Only persons who have been
295 employed at Georgia State University Law Library at least one full year will be eligible to
296 serve on the Committee. Persons serving on the Committee may not be considered for
297 promotion during their tenure on the Committee. The Committee will be formed only during a
298 fiscal year in which a law librarian will go up for promotion.

299

300 **VIII. PROCEDURES RELATING TO PROMOTION**

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302 **A. Process**

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304 **1. Provision of Notice**

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306 In the spring of each academic year (see calendar in Appendix A), law librarians who wish to
307 be considered for promotion will give the Associate Dean a letter requesting consideration
308 for promotion. After the Associate Dean appoints the Committee on Promotion, the letters
309 are sent to the chair of the Committee.

310

311 **2. Documentation**

312

313 Documentation demonstrating a candidate's readiness for promotion may come from any
314 relevant source. All documentation of a candidate's readiness for promotion should be
315 organized into a dossier. A typical dossier includes the following components:

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317 a. A letter of application that explains why the candidate believes
318 that he/she is qualified for promotion;

319 b. A curriculum vitae;

320 c. Letters of recommendation, if applicable;

- 321 d. The candidate's current job description and all evaluations from
- 322 the promotion period under consideration, including College of
- 323 Law or University teaching evaluations if applicable;
- 324 e. Highlights of the candidate's professional experience;
- 325 f. A review of the candidate's teaching (as defined in §II.B.1.
- 326 above) including job-related products produced such as original
- 327 cataloging records, finding aids, instructional handouts,
- 328 bibliographies, brochures, electronic products such as web
- 329 pages and computer programs, policies drafted, etc.;
- 330 g. A review of the candidate's service to the Law Library,
- 331 University, and the profession (as defined in §II.B.2. above)
- 332 including committee activities, internal or external professional
- 333 service, workshops or training presented, external evaluations
- 334 from workshops or trainings, etc.;
- 335 h. A review of the candidate's contribution to research (as defined
- 336 in §II.B.3. above), if performed, including continuing education
- 337 courses, professional organization affiliations, contributions to
- 338 research, and other creative activities.
- 339

340 Descriptions of items listed in §f-h above should include the charge of the committee, the

341 goal of the workshop, the audience or potential impact of the publication, the candidate's

342 role in the committee, or how the activity is relevant to the Library, University, or the

343 profession.

344

345 If the candidate desires, the following may be included:

- 346
- 347 i. Letters of appreciation;
- 348 j. Examples of work product.
- 349

350 Candidates may wish to consult with their supervisor and colleagues on the preparation of

351 their dossier. Dossiers are returned to the candidate after the promotion process is

352 completed.

353

354 3. References

355

356 Letters of recommendation are required for some promotions and optional for others, as

357 outlined below. Letters of recommendation are part of the dossier, and it is the responsibility

358 of the candidate to seek letters of recommendation and include them in the dossier. The

359 letters of recommendation should address the candidate's teaching, service, and research,

360 (as defined in §II.B. above) to the degree possible. Potential references to request letters of

361 recommendation from include: co-presenters, co-authors, committee chairs, executive board

362 members, past supervisors, librarians with similar job responsibilities, or other such

363 colleagues.

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365 a. Promotion to Law Librarian Assistant Professor

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367 Letters of recommendation are not required at this level.

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b. Promotion to Law Librarian Associate Professor

A minimum of three external letters of recommendation are required. Promotion candidates should solicit letters from recommenders directly and letters should be sent to the candidate. Letter writers must state the nature of their relationship with the candidate. The candidate is responsible for including copies of the letters in the dossier.

c. Promotion to Law Librarian Professor

A minimum of five external letters of recommendation are required. The letters must be submitted with the dossier. Promotion candidates should solicit letters from recommenders directly and letters should be sent to the candidate. Letter writers must state the nature of their relationship with the candidate. The candidate is responsible for including copies of the letters in the dossier.

4. Evaluation of Teaching

Teaching (as defined in §II.B.1. above) includes instruction in small groups in library sponsored programs, class visits as guest lecturer, and other similar tasks. The following may be considered in evaluating a candidate’s teaching in the promotion period:

- Sample work product, such as original cataloging, research guides, instructional handouts and bibliographies, brochures, electronic products such as web pages and computer programs, or other pertinent evidence of job performance
- Candidate’s statement of teaching goals and methods, student evaluations of teaching, or any evidence of teaching dedication, effectiveness, or innovation
- Supporting documents, such as syllabi, assignments, or workshop or program handouts
- Student advisement, teaching load, or creation of new courses
- Documentation of instruction, such as handouts, syllabi, or presentation materials

5. Evaluation of Service

Evaluation of a candidate’s service (as defined in §II.B.2. above) should consider both internal and external service, with an expectation that a librarian performs an increasing level of external service as progressing through the ranks. Factors include: the nature and extent of the service activities, the candidate’s engagement in an appropriate level of institutional responsibility, and the candidate’s capacity to assume leadership responsibilities.

To evaluate these factors, the committee will review the candidate’s own statement; record of service including committee activities, workshops presented, publications, etc.; input from the Associate Dean; any letters of recommendation included in the dossier; and input from chairs of Law Library, College of Law, or University committees on which the candidate has served during the promotional period.

415 **6. Evaluation of Research**
416

417 Evaluation of a candidate’s research (as defined in §II.B.3. above) should consider the
418 candidate’s demonstrated commitment to professional and continuing education activities.
419 Further, as a librarian progresses through the ranks, there is a heightened expectation that
420 a librarian engage in scholarship activities that produce print or electronic publications such
421 as books, book chapters, journal/magazine/newsletter articles, book reviews,
422 bibliographies, blogs, CALI lessons, or born-digital publications.
423

424 When evaluating these contributions, the committee will consider the candidate’s
425 chronological description of contributions to research and other creative activities, the
426 candidate’s chronological description of professional activities including continuing
427 education courses, citation frequency reports, input from the Associate Dean, and any
428 letters of recommendation included in the dossier.
429

430 **B. Decision**
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432 The Committee on Promotion, in strict confidence, will review all documentation, vote on all
433 candidates, and forward written recommendations with supporting evidence to the
434 Associate Dean. Voting will be by written ballot, and decisions will be determined by majority
435 vote. In the case of a tie, each side will forward a written recommendation, with supporting
436 evidence, to the Associate Dean. After the promotion procedures are completed, the chair
437 will destroy all ballots. If a Committee member resigns or becomes unable to serve for the
438 entire year, the Associate Dean will appoint a replacement.
439

440
441 It will forward in writing its recommendations, the vote of the Committee, and a paragraph of
442 justification for each candidate to the Associate Dean. The candidate will receive a copy of
443 the paragraph of justification outlining the Committee’s decision. Candidates have three
444 business days from receipt of the recommendation in which to submit a written response to
445 the Associate Dean.
446

447 The Associate Dean will review the documentation and notify the candidate in writing of
448 his/her decision. The candidate will have three business days to submit a written response.
449 The Associate Dean will also inform the Committee on Promotion of his/her
450 recommendation regarding each candidate. The Associate Dean will forward the candidate’s
451 file to the Dean of the College of Law for review.
452

453 **C. Dean’s Review**
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455 Upon receiving a recommendation from the Associate Dean, the Dean will conduct a review
456 of the candidate’s application and make an independent assessment of whether to support
457 the recommendation. The Dean will forward the candidate’s record to the Provost for the
458 next stage of review for all positive recommendations.
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460 Candidates must receive a written decision and rationale no later than ten business days
461 after the Dean’s decision.

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D. Appeals

Candidates may appeal a negative recommendation of the Dean to the Provost in the manner provided by the University’s Promotion Manual for Non-Tenure Track Faculty (Section VII. Appeals) within ten business days of receipt of the Dean’s decision.

Candidates may appeal to the president a negative recommendation by the Provost or a decision by the Provost rejecting the candidate’s appeal to the Provost in accordance with the University’s Promotion Manual for Non-Tenure Track Faculty (Section VII. Appeals).

IX. REVISIONS TO THIS DOCUMENT

Any GSU College of Law librarian can suggest changes to this document. Any revisions must be approved by at least two thirds of the law librarians and be consistent with the University’s Promotion Manual for Non-Tenure Track Faculty and Board of Regent’s policies. Substantive changes also must be reviewed and approved by the Dean of the College of Law and the Provost.

483
484 **Appendix A**

485
486 **Calendar for Promotion Review Within the College**
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488 The timeline identified below is intended as a general guide only. The specific dates for
489 promotion in any given year will be governed by the schedule issued by the Office of the
490 Provost.

491
492 *March-April:* Associate Dean holds meeting regarding promotion policies for all interested
493 library faculty members.

494
495 *April:* Candidates intending to apply for promotion in the upcoming academic year notify the
496 Associate Dean of their plans to do so.

497
498 *Early October:* Candidates' written statements, dossier, and references (if applicable) in
499 support of their application for promotion are due. Committee for Promotion is appointed.

500
501 *Late October/early November:* Promotion Committee meeting to discuss and vote on the
502 candidates for promotion. Candidates and Associate Dean notified of Committee
503 recommendations within three business days. Candidates will have three business days to
504 submit a written response.

505
506 *Late November/early December:* Candidate notified of the Associate Dean's
507 recommendation. Candidate will have three business days from the date of notification to
508 submit a written response.

509
510 *March:* Dean completes written review of each candidate's application, notifies the
511 candidates, and forwards all recommendations to the Provost for further review.

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513
514

Appendix B

Procedures for Structured Review

I. Time of Review

Each law librarian will be reviewed in the Fall Semester of the law librarian's second full academic year at the College of Law. Law librarians will also be reviewed every five years following a promotion and every five years thereafter, or earlier at the librarian's request.

II. Reviewing Committee

The review will be conducted by a Committee, appointed by the Associate Dean, which will be composed of four members: an Associate Dean or College of Law Administrator (other than the Associate Dean for Library & Information Services), a non-library tenure track or non-tenure track College of Law faculty member, and two law librarians holding rank at or above the current rank of the librarian undergoing the structured review. The Associate Dean will serve ex-officio. If there are not enough librarians holding rank at or above the current rank of the librarian being considered, then the Associate Dean in consultation with the Dean of the College of Law will appoint law librarian faculty members to round out the Committee. If there are not enough qualified law librarian faculty to round out the committee then committee members will be selected from the College of Law tenure track or non-tenure track faculty.

III. Purpose of Review

The review will provide each law librarian with a clear idea of how adequately he or she is progressing toward successfully achieving promotion. The review should identify strengths and accomplishments and pinpoint areas in need of improvement in which law librarians may provide assistance to colleagues.

IV. Scope of Review

The Committee will review the annual reports submitted by the law librarian to the Dean for the years in question and report on the law librarian's progress in the areas of teaching, service, and research (as defined in §II.B. above). The Committee will conduct its evaluation in accordance with the guidance in §VIII.B.4-6. The Committee will also interview the Associate Dean to gain information as to the law librarian's progress and the law librarian to gain information as to the law librarian's achievements and goals.

V. Report of the Committee

The reports generated for all law librarians under review from year to year will be uniform and in substantially the format which follows. The report will be based on the review of annual reports (copies of which should be appended to the Committee Report), the interviews with the law librarian and Associate Dean, and the factors considered pursuant to VIII.B.4-6. The law librarian will be given a copy of the draft report and be given the

562 opportunity to suggest additions or corrections to the report. However, the content of the
563 final report remains within the sole discretion of the Committee. Copies of the Associate
564 Dean's review and of any reports from the Committee will be included in the law librarian's
565 personnel file in the library.

566
567 The form of the report shall be as follows:

- 568
- 569 a. Summary Recommendation of Committee: Taking into account the
570 subsequent components, the Summary Recommendation shall include advice
571 for the law librarian about what further preparation, if any, should be made for
572 the law librarian to be ready to apply for promotion.
 - 573 b. Evaluation of Teaching (as defined in §II.B.1 above): The evaluation should
574 follow the guidance set forth in VIII.B.4.
 - 575 c. Evaluation of Service (as defined in §II.B.2. above): The evaluation should
576 follow the guidance set forth in VIII.B.5 above.
 - 577 d. Evaluation of Research (as defined in §II.B.3 above): The evaluation should
578 follow the guidance set forth in §VIII.B.6 above.
 - 579 e. Detailed Recommendation of Committee: Evaluation by the Committee,
580 reflecting its discussion of the candidate's progress toward promotion,
581 including strengths and achievements and suggestions as to areas of
582 improvement for the law librarian. The suggestions for improvement should, in
583 the spirit of the Law Librarian Promotion and Reappointment Manual, identify
584 areas in which a law librarian can change orientation and activity in pursuit of
585 promotion.
 - 586 f. Appendix: Copies of any documents considered by the Committee as
587 evidence of the law librarian's teaching, service, or research, shall be
588 appended to the recommendation, including current vita of law librarian;
589 copies of law librarian's annual reports for the review period; and copies of
590 applicable evaluations of classroom teaching.

591
592 **VI. Role of Law Librarian**

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594 In addition to the law librarian's consultative role in the review process, he or she may
595 submit a written response to the Committee report or the Associate Dean's review which will
596 be attached to the report and made a part thereof. The law librarian is to be given ten
597 business days to prepare the response prior to submission of the report to the Associate
598 Dean.

599
600 **VII. Role of the Associate Dean**

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602 The Associate Dean is to provide promptly a written review of the Committee report, copies
603 of which are to be submitted to the Committee and the law librarian.

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