

Dossier Preparation Part II

April 23, 2003



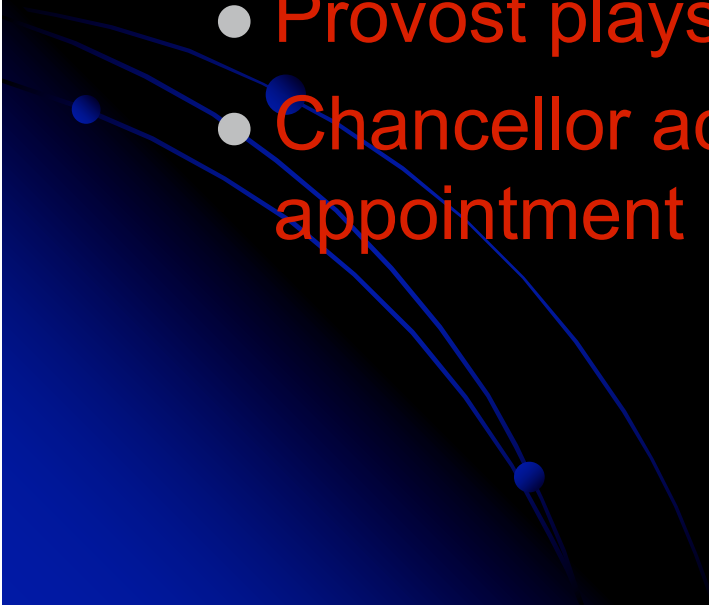
Appointment Promotion and Tenure Committee
University Libraries Faculty
University at Buffalo

Part Two

April 23, 2003

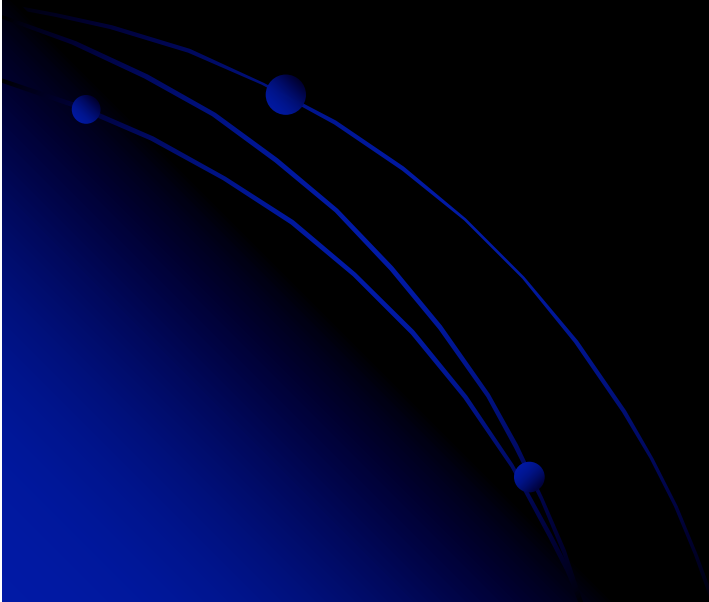
- Process for faculty personnel actions
 - What happens at APT and thereafter
 - <http://libweb.lib.buffalo.edu/sw/roles/hr/standingRules.htm>
- Criteria for Library Faculty Personnel Actions
 - <http://libweb.lib.buffalo.edu/sw/roles/hr/libcriteria.pdf>
- Preparation of the dossier by Unit Heads

Process for Personnel Actions

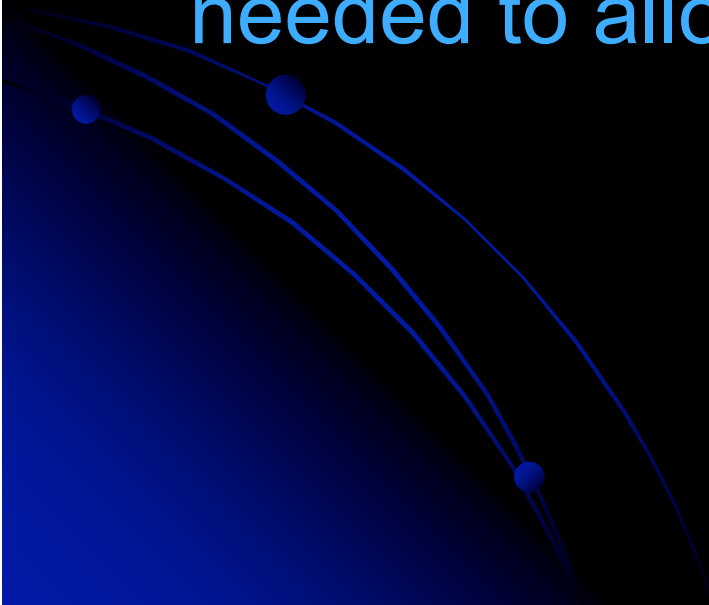
- Non-PRB going
 - Case stays within the University Libraries
 - PRB going
 - Provost plays key role
 - Chancellor actually confers continuing appointment
- 

Non-PRB Cases

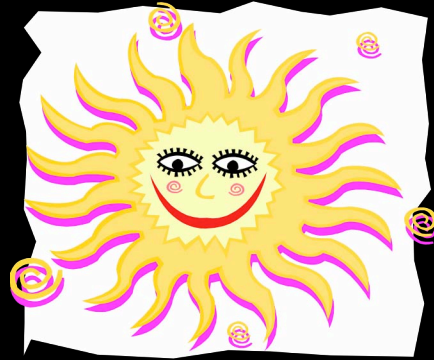
- Appointment
- Re-appointment
- Promotion to **Senior Assistant or Associate**
(without continuing appointment)



Timetable

- Initial appointment generally for two years
 - Re-appointment decision after 18 months (6 month notice requirement)
 - Subsequent re-appointment decisions needed to allow for one-year notice
- 

- Assuming positive outcomes

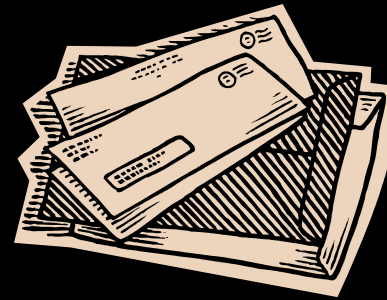


- Unit head/designee assembles dossier

- Candidate revises vitae, statements of research and service

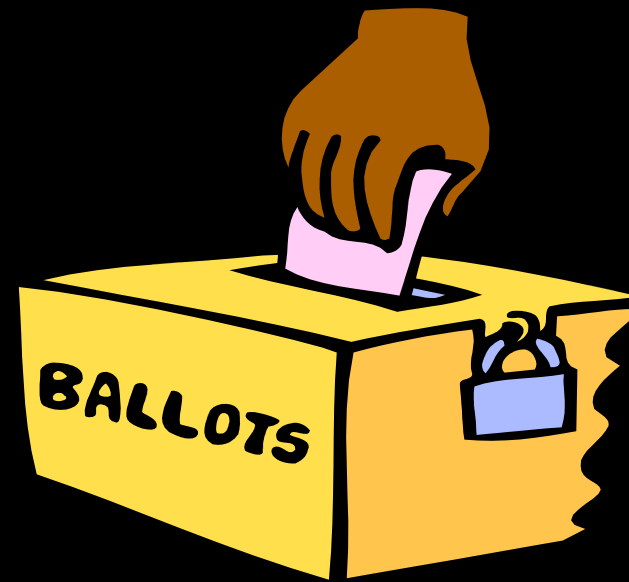
Letters

- Minimum of 3
 - *One internal required*
- Include outside to discuss collaborative roles/special activities



Unit meeting

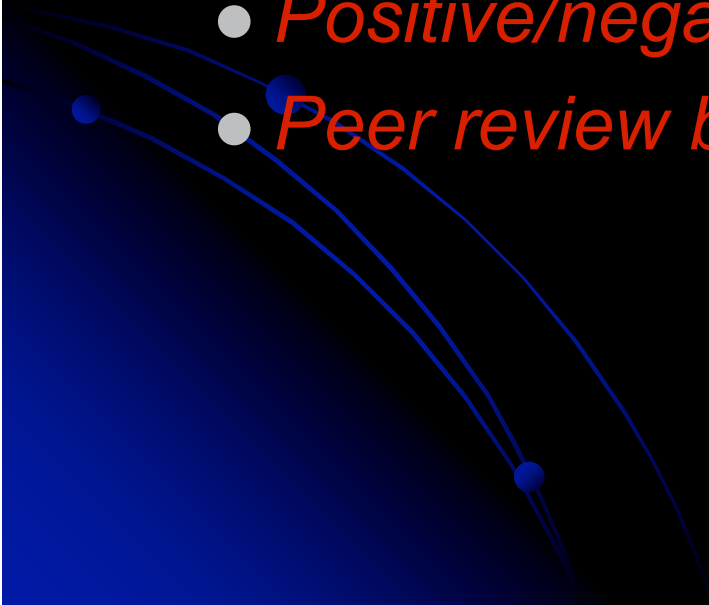
- Voting faculty (and non-faculty supervisors)
- Discuss, questions, concerns
- Secret vote



- Supervisor or unit head prepares letter
 - *Includes unit vote*
- Unit head assembles dossier including supplemental material
- Sent to Director's office



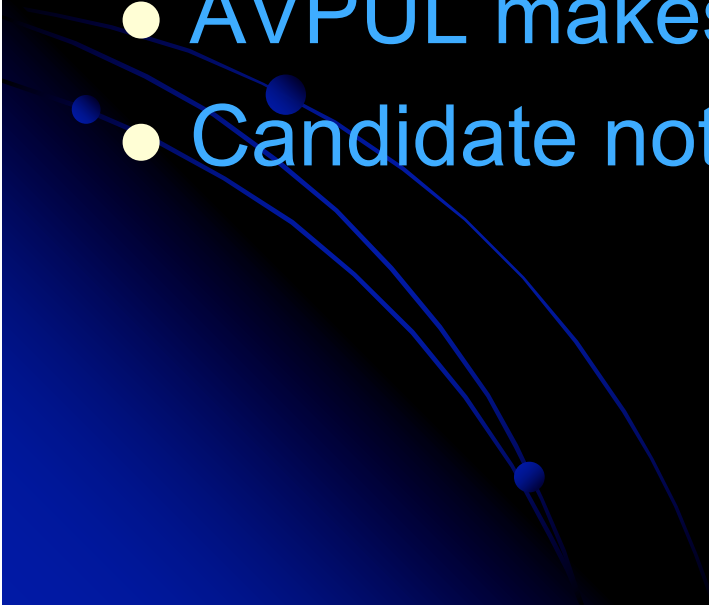
The APT meeting

- APT receives dossier in advance
 - In person meeting to:
 - *Discuss*
 - *Raise questions/concerns*
 - *Positive/negative feedback*
 - *Peer review based on Criteria*
- 

APT meeting cont.

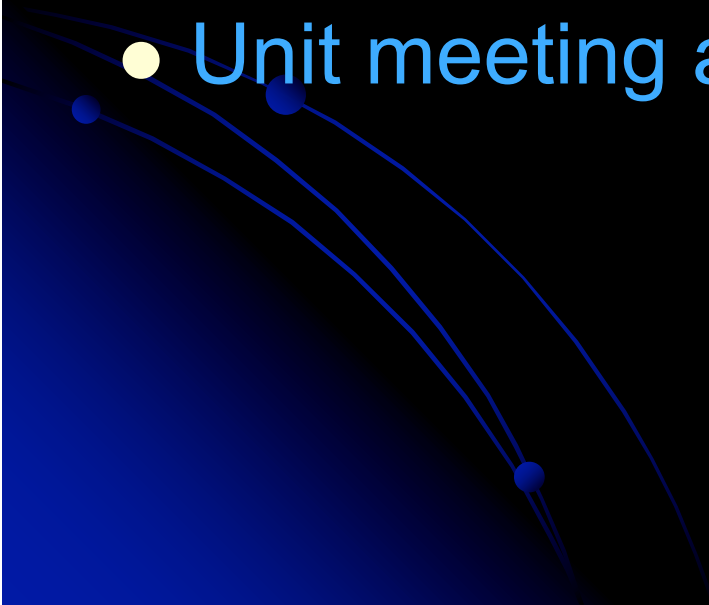
- Unit head/designee invited to add verbal comments/additional information
- APT asks questions/raises concerns with the unit head/designee
- APT conducts secret ballot



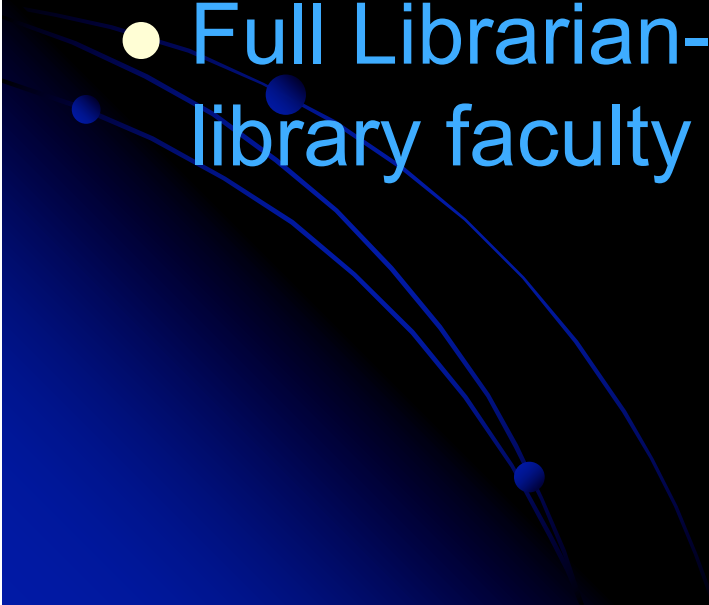
- Vote transmitted to AVPUL without comment
 - Direction of vote provided to unit head (from Ken's office)
 - AVPUL makes final decision
 - Candidate notified in writing
- 

PRB

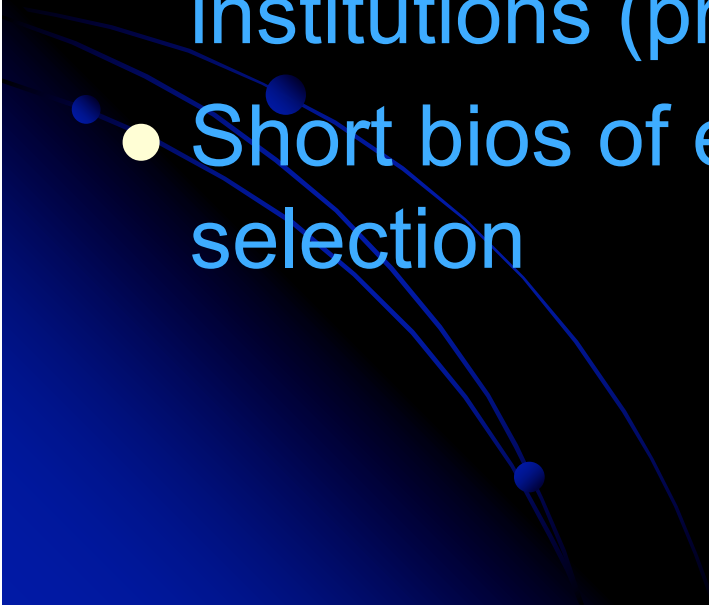
what's the big deal?

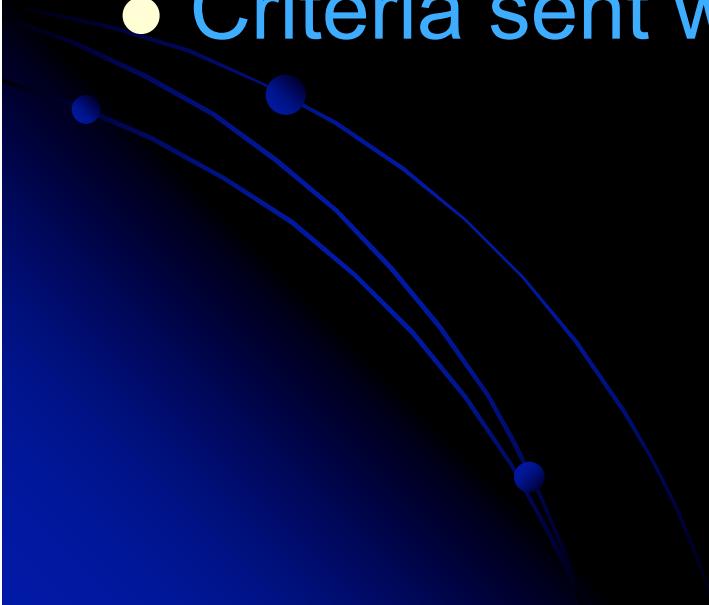
- For continuing appointment (tenure) and promotion to Full Librarian
 - Process is similar to re-appointment
 - Candidate prepares vita, statements
 - Unit meeting and vote
- 

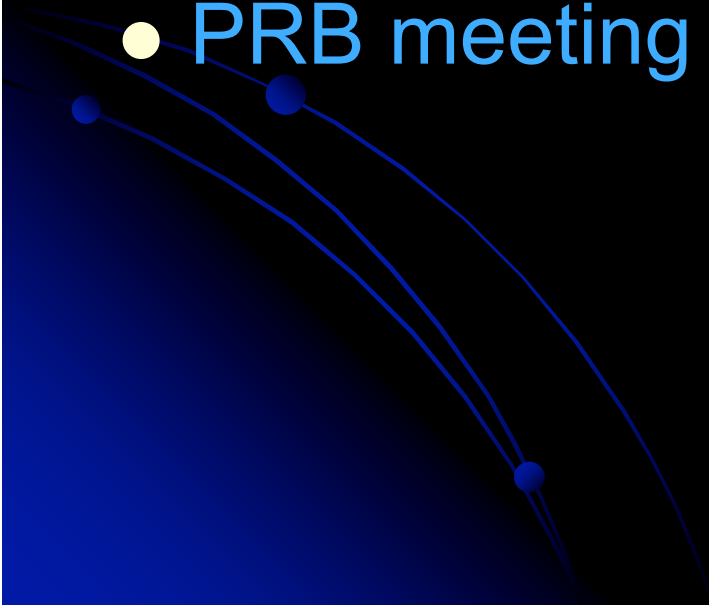
Key differences

- Letters
 - APT recommendation with comment
 - Decision process moves outside the Libraries
 - Full Librarian-also a meeting and vote of library faculty at rank of Librarian
- 

Letters

- Minimum of two internal letters
 - Minimum of four external letters from “disinterested” evaluators
 - Outside evaluators “experts” from AAU institutions (preferred)
 - Short bios of evaluators and rationale for selection
- 

- APT chair prepares a letter for the AVPUL
 - *Vote*
 - *Explain vote (support) based on Criteria*
 - Criteria sent with dossier to PRB
- 

- AVPUL prepares letter of support
 - Dossier sent to Provost's office (copy to CIO/VP)
 - PRB date scheduled
 - PRB meeting and advisory vote
- 

- PRB vote transmitted to Provost who makes a recommendation to the President
 - In cases for continuing appointment, President presents candidates to Chancellor
 - Full Librarian-decision rests with President
- 