



# KEAN

## Instructions to Probationary Librarians for Annual Review

Reappointment of Probationary Librarians is determined by an annual evaluation of job performance based on criteria established by the University, appropriate to the work unit. Probationary Librarians are required to demonstrate mastery of subject matter, effectiveness of performance of primary duties and responsibilities, scholarly achievement, contributions to the university and community, and continuing growth. The University also considers such factors as institutional flexibility, library staffing needs and collegiality as elements in making annual reappointment decisions.

### UNIVERSITY CRITERIA FOR REAPPOINTMENT

*(Source: Library Personnel Committee Guidelines, LOA 101)*

The Major Criteria upon which the University expects the Library Personnel Committee to make recommendations are as follows:

1. **High Quality of Performance in the Area of Assigned Responsibility**
  - a. General
    - i. Current and retrospective bibliographic tools and sources of trade information
    - ii. Knowledge of appropriate sources of further information
    - iii. Current trends in various subject fields and the ability to relate new development to older material
    - iv. Use of all current methods of literature searching
    - v. Receptiveness to the needs of others and the ability to cooperate/work effectively with colleagues, faculty and students
  - b. Knowledge of and facility with Information Technology
  - c. Instruction Ability (where applicable)
    - i. To advise and assist students/faculty in the use of resources and techniques of research
    - ii. To respond to inquiries accurately, promptly and efficiently
    - iii. To render service of a special nature when requested
    - iv. Familiarity with the library collection, book and other informational sources
  - d. Interpretation of Bibliographic Records (where applicable)
    - i. Extensive knowledge of bibliographical apparatus and skill in the application of professional techniques
    - ii. Identification and description of bibliographic units
    - iii. Interpretation of the notation of the classification schedules

- iv. Identify elusive or erroneous titles and establish main entries and appropriate subject headings
  - v. Arrange special collections for easy retrieval
2. **Professional Contributions and Scholarly Activity in the Area of Assigned Responsibility**
- a. Honors, awards and distinguished achievements
  - b. Professional contribution and association memberships, chairmanship of sessions, offices now held, etc.
  - c. Scholarly activity, publications, reviews, papers, etc.
3. **Demonstrated and/or Potential Administrative and Coordinating Ability**
- a. Recognition of the need for, and testing of, new patterns of work organization
  - b. Preparation of teaching aids and guides to particular kinds of library material
  - c. Initiation and enrichment of special services in the area of responsibility
  - d. Ability to handle complex searches with substantial independence
  - e. Effective improvement, expansion or development of resources
  - f. Application of analytical techniques to library operations and formulation of effective solutions to problems
  - g. Cooperative effort in conjunction with other departments of the library
  - h. Ability to work beneficially and effectively with all library patrons—faculty, students, staff and other library users
4. **Participation in Library, University and Community Affairs**
- a. Library – committee, individual contributions beyond the usual responsibilities of candidate’s position
  - b. University Committees – participation in governance, task forces, curriculum, student activities, etc.
  - c. Community Activities – related to professional competence – lectures, workshops, boards, consultantships, etc.
5. **Additional Academic Preparation as Evidenced by Advanced Degree or Other Relevant Course Work**

## APPLICATION INSTRUCTIONS

Applications for reappointment are submitted electronically via **Interfolio**. Librarians will receive an email from the system when a case packet has been opened on their behalf.

Librarians can also log-in to *Interfolio* to update their Faculty Activity Report (FAR) sections and active cases at any time by following the steps below:

- Go to [www.interfolio.com](http://www.interfolio.com)
- Select Log-In
- Select “Sign in with partner institution”
- In the search box, type Kean University and sign in using Kean credentials (*the same username/password used for other SSO applications – Microsoft, Workday, Workvivo, etc.*)

The following documents should be uploaded to the **Candidate Documents** Section:

1. Up-to-Date Curriculum Vitae (*1 required*)
2. Holistic Summary on Primary Responsibilities, Professional Contributions/Scholarly Activity, and Participation in Library, University and Community Affairs/Service (*1 required; 1,000 word max.*)
3. Evidence Supporting Attainment of Additional Library/Departmental Criteria, if appropriate (*optional*)
4. Optional Statement by the Candidate (*optional*)

**One Form** will also need to be completed: Librarian Acknowledgement & Verification Form

## INTERFOLIO INSTRUCTIONS & DEADLINES/PROCESS

For Instructions on using *Interfolio* to submit your Reappointment Materials, please visit the [Faculty Forms website](#). Detailed guides with screenshots are available on this page, along with the calendars with deadlines for submission and committee reviews. **Reference 1<sup>st</sup> Year Faculty Reappointment: Interfolio Guide for the most relevant screenshots for Librarian reappointment case packets.** Please note that deadlines are typically similar year-to-year, with reappointment applications due within the first week of the Fall semester. The steps for review are detailed below:

1. Submission of materials by candidate in *Interfolio*
2. Library Personnel Committee Review
3. Director of Library Review
4. Provost/SVPAA Review and Recommendation to President
5. Presidential Review and nominations sent to the Board of Trustees Academic Policy and Personnel Committee
6. Official action by the Board of Trustees during the December board meeting

For any questions or support in using *Interfolio* or for inquiries related to the review process and deadlines, please email [interfolio@kean.edu](mailto:interfolio@kean.edu).