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Faculty Governance : Nelson Poynter Memorial Library, University of South Florida St. Petersburg

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Faculty Governance

Nelson Poynter Memorial Library

USF St. Petersburg

Guided by Poynter Library's *Mission, Vision, Values, and Goals*, librarians at Nelson Poynter Memorial Library are governed by USF Faculty Personnel Rules based on the principles of shared governance and academic freedom and responsibility. Librarians employed in permanent positions at USF St. Petersburg receive an initial appointment with an academic rank, Instructor Librarian to Librarian. The initial rank is established based upon the librarian's professional experience and the requirements of his or her particular position. The following document outlines significant issues in library faculty governance for those with faculty rank.

Annual Review and Promotion: Librarians may apply for promotion according to Poynter Library *Promotion Guidelines for Librarians*. These procedures were developed in accordance with the USF St. Petersburg Faculty Procedures for Tenure and Promotion. Librarians, however, are not eligible for tenure at USF. Requirements for promotion, establishment of the promotion committee, and procedures for the promotion process are detailed in the document posted below. Librarians also participate in an annual review process based on the USF St. Petersburg Faculty Annual Review Guidelines and Report. Guidelines, standards, and procedures for annual review for Poynter library faculty are documented in the *Faculty Annual Review Document* posed below. Both documents were reviewed and revised by a committee of Poynter librarians and approved by vote of the library faculty in October 2003.

Position Assignments: The dean of the library or the librarian's departmental supervisor is responsible for developing position assignments for individual librarians each semester. The semester position assignment outlines the duties and obligations of the librarian's particular position assignment as well as expectations for research and service performance. The dean or supervisor will also note specific individual assignments or responsibilities to be accomplished. Librarians are offered the opportunity to discuss these assignments with the dean before the beginning of the semester. Performance of such job assignments are the basis for both annual review and promotion. Librarians who engage in paid activity outside of the library or university are responsible for filing the *Outside Activity Form* required by the university.

Faculty Participation in Library Operations and Planning: The library faculty, A&P coordinator of computer operations, and dean meet regularly to discuss library planning, to develop organizational priorities, and to discuss common issues of library operations. Poynter's *Mission, Vision, Values and Goals* and other strategic planning documents were developed by this body. All library staff are given the opportunity to make comments and suggestions as these documents are developed or revised. Planning documents will be reviewed and revised at least annually. Library faculty also have the

opportunity to participate in budget planning through the annual USFSP budget process. Library technology planning and priorities for technology spending are developed by the *Library Systems Team*, composed of the library coordinator of computer operations and librarians assigned by the dean to this committee through their semester position assignments. Ad hoc committees or task forces may be appointed by the dean to address particular issues of library concern.

Approved by Interim AVP Gary Olson November 2003