

University Libraries Special Faculty Meeting

May 21st, 2020

Conducted online via Zoom, 10:00 am

Present: Maggie Albro, Lisa Bodenheimer, Brenda Burk, Gordon Cochrane, Camille Cooper, Christopher Cox, James Cross, Scott Dutkiewicz, Kathy Edwards, Bob Freeman, Meredith Futral, Anne Grant, Jennifer Groff, Bobby Hollandsworth, Jessica Kohout-Taylor, Jenessa McElfresh, John Morgenstern, Krista Oldham, Megan Palmer, Renna Redd, Edward Rock, Suzanne Rook, Clayton Ruminski, Jessica Serrao, Kelsey Sheaffer, Megan Sheffield, Christopher Vidas, Christopher Vinson, Kathryn Wesley, Derek Wilmot, Yang Wu.

Absent: None

1) Welcome and Introductions (Scott Dutkiewicz) – meeting began at 10:03 am

a) Scott welcomed new Assistant Librarian, Clayton Ruminski who is the new Digital and Preservation Archivist in Special Collections and Archives.

b) Scott congratulated Kathy Edwards on her promotion to Full Librarian.

2) Approval of minutes from the March 18, 2020 Spring Faculty Meeting.

a) Approved as written.

Old Business

3) Revise the ad hoc status of the Tenure and/or Promotion to Associate Committee

Guidelines for Appointment, Reappointment, Tenure, and Promotion of Library Faculty 2. B. Tenure and/or Promotion to Associate Committee

Current text:

The Tenure and Promotion to Associate Committee [TPAC] will advise the Library Chair or Dean, as appropriate, on all tenure and promotion to Associate decisions. The TPAC shall consist of three tenured regular faculty members of the Library faculty, plus an alternate, all at the rank of Associate Librarian or higher. The TPAC shall be elected by the Library faculty, either in person or electronically, via secret ballot within 10 business days of the Library Chair announcing the names of candidates up for tenure and promotion to Associate Librarian. The Committee shall select its own chair.

Change to:

The Tenure and Promotion to Associate Committee [TPAC] will advise the Library Chair or Dean, as appropriate, on all tenure and promotion to Associate decisions. The TPAC shall consist of three tenured regular faculty members of the Library faculty, plus an alternate, all at the rank of Associate Librarian or higher. The TPAC shall be elected by the Library faculty, either in person or electronically, via secret ballot within 10 business days of the Library Chair announcing the names of candidates up for tenure and promotion to Associate Librarian. The Committee shall select its own chair. **The committee will be dissolved on the date promotion and tenure letters are distributed by the President and the Provost according to the Provost's Calendar.**

a) Proposed language in motion covers how *long* the ad hoc committee will serve but does not address the need for the committee to become a standing committee again given that between 2021 and 2024 we will have eight Assistant Librarians going up for tenure and promotion to Associate Librarian.

b) The proposed language regarding length of the ad hoc committee needs to be addressed before the faculty can move to create a new standing committee for promotion and tenure so that the existing ad hoc committee on promotion and tenure can complete its work for the 2020-21 TPR cycle.

- c) Motion was made to close discussion and vote on present proposed amendment; seconded.
- 26 approved amendment
 - 3 did not approve amendment

d) The Library Advisory Committee will review language for a new standing committee and propose a motion to be brought forth at the next Faculty Meeting to amend section 2. B. Tenure and/or Promotion to Associate Committee of the *Guidelines for Appointment, Reappointment, Tenure, and Promotion of Library Faculty*.

- The motion on this action was approved unanimously by a virtual show of hands.

New Business

4) Changes to the October 15 Guidelines revision, as suggested by the Faculty Manual Editor

a) Motion 1. Change in 2.D. Post-Tenure Review Committee

Current text:

The Post-Tenure Review Committee [PTRC] shall consist of three tenured regular faculty members of the Library faculty, plus an alternate, excluding the Dean and the Chair. An external Committee member shall be added if a faculty member under review chooses that option for Part II. The terms of service shall be three years for the internal members with the immediate past member of the PTRC serving one year as the alternate. The alternate shall serve when a member of the Committee is being considered for post-tenure review or when a member must be absent for a specific review.

Change to:

The Post-Tenure Review Committee [PTRC] shall consist of three tenured regular faculty members of the Library faculty, plus an alternate, excluding the Dean and the Chair. **Faculty members in Part II of post-tenure review are not eligible to serve.** An external Committee member shall be added if a faculty member under review chooses that option for Part II. The terms of service shall be three years for the internal members with the immediate past member of the PTRC serving one year as the alternate. The alternate shall serve when a member of the Committee is being considered for post-tenure review or when a member must be absent for a specific review.

- No discussion on the floor
- Motion approved (27 approve, 0 not approve) via Qualtrics

b) Motion 2. Change in Section 4.A. Special Ranks

Current text:

Special Ranks: The Libraries will appoint the following special faculty ranks: Lecturer, Temporary Lecturer and Senior Lecturer. The Library will not hire clinical faculty.

Change to:

Special Ranks: The Libraries will appoint the following special faculty ranks: Lecturer, Temporary Lecturer and Senior Lecturer. **The Library will not hire any other special ranks.**

- No discussion on the floor
- Motion approved (26 approve, 1 not approve) via Qualtrics

5) Digital Measures

a) Report from Digital Measures Expert Users about Digital Measures

- Suzanne Rook Schilf reported that the designated Digital Measures Expert Users are learning the nuances of the system. The group, along with Chair Dutkiewicz, gave an online presentation on Tuesday, May 19, showing the system and best practices for its use. The link to the recording is in Microsoft Teams and can be viewed [here](#).
- They have also created a guide and FAQ on [Google Docs](#) and a [LibGuide](#).
- Expert Users will be available online via Zoom to help with questions as everyone begins to use the system.

Monday, June 1 @ 10:00am (Scott Dutkiewicz): <https://clemsun.zoom.us/j/98894736365>

Tuesday, June 2 @ 1:00pm (Suzanne Rook): <https://clemsun.zoom.us/j/6082150160>

Wednesday, June 3 @ 1:00pm (Anne Grant): <https://clemsun.zoom.us/j/99667153886>

Thursday, June 4 @ 10:00am (Brenda Burk): <https://clemsun.zoom.us/j/96469696469>

Friday, June 5 @ 11:00am (Megan Sheffield): <https://clemsun.zoom.us/j/4904110017>

b) Chair report on Digital Measures and Annual Evaluations

The Chair gave updates on the timeline for annual evaluations, goal setting, and TPR.

June 12 – Deadline for all information to be entered into Digital Measures

June 15 – End of Year meetings with faculty and Unit Heads begin

June – July – Goal setting for 2020-21

July 1 – Faculty roster will be updated to show upcoming actions for reappointment, promotion, and post-tenure review

August 28 – Deadlines for Unit Heads to send evaluations to Chair

September 14 – Chair will file evaluations in Digital Measures; faculty have 10 days to sign and/or respond

Regarding the TPR workflow this year, more information is to come in May and June. The Chair will be attending the OADC on 27 May and hopes to learn more then.

Q) Is there a place on StaffWeb where these dates are or will be posted?

A) The Chair and Secretary will work on this.

c) Modification of Merit Compensation Plan to Reflect Digital Measures

The Chair is seeking nominations for an ad hoc committee to review the Merit Compensation Plan and make recommendations for it to be updated to reflect our collective use of Digital Measures. Please send self-nominations to him by Close of Business on Thursday, June 4, 2020.

A point of discussion was made that the work of the Rubric Review Committee has not been completed as their recommended changes to the rubric have not yet been approved by the faculty. The Chair shall reconvene this committee and determine what next steps need to be implemented.

6) Questions for Dean Cox

a) Dean Cox discussed that we are currently interviewing candidates for the position of Engineering Librarian. The starting salary was adjusted following HR hiring guidelines (outside of his control) thus creating compression. He is committed to fixing the compression.

b) He and the Unit Heads are reviewing the status of Administrative Faculty in the Libraries. He will be meeting with Amy Lawton-Rauh (Associate Provost for Faculty Affairs) and Mary Beth Kurz (Faculty Manual Consultant)

c) He has been meeting with Tom McNally, Dean of Libraries at the University of South Carolina, to discuss coordinating policies and procedures in order to be as consistent as possible for students around the state. He is also in consultation with ARL and various consortia to find what other libraries are doing.

d) Dean Cox opened the floor to questions

Q1) Is there a cost estimate for all of the measures that the University is implementing to go live in Phase 3 this fall (e.g. technology upgrades in classrooms)?

A) Some of these things will be centrally funded; Clemson University is keeping a tally on what is spent for potential reimbursement from the federal government.

Q2) When is the call made to go forward with the implementation of these measures?

A) The University is continuously preparing for Phase 3; more information should be released on July 1.

Q3) Will colleges and departments be competing for supplies?

A) The majority of supplies (masks, gloves, etc.) will be centrally procured and distributed by the University. For personal cleaning supplies to wipe down our work areas and public service desks, Karen has worked with Procurement to get these supplies.

Q4) What is the status of the Daniel Hall extension?

A) This is still scheduled to move forward. There has been no word otherwise.

Q5) How quickly would the University make the transition to working from home again if there is a spike in COVID-19 cases?

A) We are going to remain as flexible as possible to revert to working from home if and when we need to.

Q6) Once we return, will we need to return all of the equipment we have or keep it at home for contingency purposes?

A) [Chris Vinson] Just keep equipment at home.

7) Announcements

a) [Chris Vidas] NASIG is free and online this year! June 8-12

<https://www.nasig.org/35th-Annual-Conference>

8) Adjournment 11:10

Respectfully submitted:

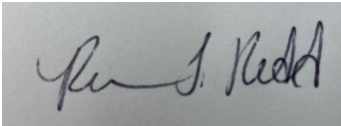
Renna T. Redd, Library Faculty Secretary

21 May 2020

Approved:

17 July 2020

Signed: Renna T. Redd, Library Faculty Secretary

A rectangular box containing a handwritten signature in black ink. The signature appears to be "Renna T. Redd" written in a cursive style.