

Rutgers University Libraries Faculty Planning and Coordinating Committee Meeting

Date: Wednesday, May 25, 2016

Time: 9:30 am – 11:30 a.m.

Location: Dana Library Administrative Conference Room

Minutes

Attendees: Natalie Borisovets (Deputy Faculty Coordinator), Jeanne Boyle, Leslin Charles (Faculty Secretary), Judy Cohn, Adriana Cuervo, Roberta FitzPatrick, Tom Glynn (Faculty Coordinator), Yu-Hung Lin, Christie Lutz, Krisellen Maloney (University Librarian), Minglu Wang, Zara Wilkinson

1) Adoption of the agenda. The agenda was adopted as presented.

2) Report of the Faculty Coordinator (Glynn)

Reminder that there will be a meetings about faculty groups in Newark on May 25, in Camden on June 3, and New Brunswick on June 7. These will be preliminary discussions that will continue into the RULF meeting on June 10.

3) New Business

a) Librarian Bios (Pellien)

This topic will also be on the RULF meeting agenda, June 10.

This is a way to rise the profile of the library. We can be represented as other RU faculty are. Faculty bios can be used in media pieces. Buy-in is needed and there is a need to put forth the best effort possible to get this started, which is why it is being brought to PlanCo. A bulk request for necessary information will be made: name, title, educational background, etc. It is useful to know who are Rutgers grads, publications, awards, associations and memberships, research interests, courses that we teach and social media handles. There can be links to Libguides and possibly a biographical statement. Photos also. If we need headshots, a photographer can be brought in. Updated biographies of subject liaisons can be linked to respective departmental pages. Keeping it updated would be a perceived challenge. Annual reminders might be the way to go. It was noted that administrators have been excluded traditionally from the ‘find a librarian’ page. Discussion ensued on changing this.

b) Open faculty lines: process & status (Glynn)

All universities gave a report on their vacant lines.

NB: There are 8 open lines. An exploratory committee has been appointed. The group came up with 4 outlines of position descriptions (general duties). These are Business and Entrepreneurship Librarian, Biology Librarian, Media Librarian, Government Docs/GIS Librarian (preferably split

into two lines). Melissa Just will discuss with Krisellen Maloney and the faculty would like to move forward with Business and Media positions.

Newark: User Experience/Services/Assessment. The focus right now is space and services within the library becoming integrated with the rest of the campus. It is more like a User Services librarian. The title is pending.

RWJ: There is a non-faculty position, Associate Director. This position is seen as interfacing with the medical school and leading the librarians and staff there. It is not a new line, but the one vacated by Kerry O'Rourke, which was since been redefined.

Camden: Theo Haynes has retired, leaving an open line. This will probably remain open until a replacement for Gary Golden has been hired. The position has been drafted but waiting until the new director gets on. A P/T Reference Librarian (one-year term) is being hired. Search for a director is underway.

There is also a new line for a NTT Reference Librarian primarily providing evening and Sunday reference. The campus is funding this. This was part of the funding request. Resulting in a \$97,000 increase to the budget.

Special Collections unit has two open lines.

TAS is hoping for a scholarly communications librarian. The Cataloger has retired.

Process: Whenever there is a new line PlanCo should be apprised of it, so they can offer advice and look at it from a wider perspective. Through the minutes RUL faculty will be made aware of it.

A standing agenda item can be added to keep this issue current. The person bringing the information would be the campus representative. The Faculty Coordinator would include this among the call for agenda items and follow up as appropriate. The agenda item will be 'recruitment'.

c) Possible changes to promotion & tenure calendar (Glynn)

Recommended changes on the document were discussed. The reason for the changes is that candidates will be given more time to prepare a stronger case. Readers will still have 6 weeks to prepare. The problem of having to update scholarship is somewhat ameliorated. Also, candidates need to be aware that this is a firm deadline. It will have to go into effect 2017-2018 since the process is currently underway for some candidates.

d) Agenda for the June Faculty meeting (Glynn)

Main change is that there is no after meeting event. In this case it was not possible. An investment of time needed to be made in order to have adequate conversation regarding the reconfiguration of library groups.

4) Report of the University Librarian (Maloney)

External letters. PRC put out a list of common mistakes that are made and that make it difficult for packet review. The main one is having external letters that are not at arms length. If a candidate has a relationship with someone the letter will not be considered as one of the seven confidential letters. It is important for the candidate to describe the relationship with the external referee, the PRC will make the evaluation. Unit directors should be talking about this at that level. Tenure-track faculty members were encouraged to share their packet content before they submit.

The union contracts specify increases of approximately 2% in FY 2017. Only 1% of the increase will be funded, we will have to internally fund the additional 1% internally. That means that we will have to redirect 1% of our existing salary budget to cover the raises. We also have unrealized cuts that go back 2 years that total approximately \$500K split almost equally between Central and NB. Over the last few years, the \$500K cut has been covered with one-time funds. We have nearly depleted our fund balances, so it will be necessary to find \$500K to cut from current budget.

In addition, we still have some more work to do to determine which functions and positions are central and which are NB. We have made substantial progress here, but there are still some issues that remain to be resolved.

5) Summary of outcomes (Glynn)

- PlanCo would like everyone, including administrators to be included in the bios.
- Open Faculty lines: we will include a standard agenda item 'recruitment'. There will be a reminder for university/campus reps that they have the responsibility to keep PlanCo informed of lines in their units.
- Possible changes to the promotion and tenure calendar. Boyle will try to put out a new proposed list for 2017-2018 for the upcoming faculty meeting.
- RULF meeting agenda was approved without changes.

6) Announcements (All)

There were no announcements.

Meeting adjourned at 11:25