Rutgers University Libraries Faculty Planning and Coordinating Committee Meeting

Date: Wednesday, April 20, 2016  
Time: 9:30 am – 11:30 a.m.  
Location: University Librarian’s Conference Room, Alexander Library, 3rd Floor

Minutes

Attendees: Natalie Borisovets (Deputy Faculty Coordinator), Jeanne Boyle, Leslin Charles (Faculty Secretary), 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)

If there are any issues to be discussed by PlanCo feel free to bring them up to Tom Glynn or Natalie Borisovets.

We are in the process of setting up Town Hall meetings to discuss the possible reconfiguration of our faculty groups. They have been set for Camden and Newark. A doodle poll for New Brunswick will be forthcoming.

3) Report of the University Librarian (Maloney)

We received decisions on our RCM budget requests. There will be an announcement made to all staff but the result is that we received approximately $1M in new annual funding. This includes almost $500,000 annual increase for clinical resources (including UpToDate) and the Springer STM ebook package. New Brunswick and RBHS received approval for a PC refresh. All locations received funding to expand service hours or service levels.

We learned that only 1% of the 2% increase that had been previously negotiated will be funded. All Cost Centers will be asked to fund 1% of the increase internally. For the Libraries, this result in a $210,000 budget reduction to the salary pool.

The budgeting was all done with input from the directors and AULs.

4) Faculty Guidance and the Tenure Process (Glynn)

Glynn gave an overview of the purpose of this agenda item. Some comments from tenured faculty members in past months suggest that we may not have a common understanding of some of the requirements for tenure. This raises the possibility that
nontenured colleagues may be receiving conflicting advice. It was noted that, whether or not this is the case, it is important to examine our tenure process periodically. Supporting and advising colleagues on the tenure track is one of our most important functions as a faculty.

Mentoring
The mentoring program has traditionally been an administrative one with oversight coming from the Human Resources department. It appears that with retirements, some responsibilities in the administration of this program have not been continued. For example, we no longer have an annual meeting of mentors. There have been instances of inconsistent messages between the mentor and mentee. A hypothetical example was provided: a mentor might suggest that a mentee write a book chapter rather than an article.

Discussion ensued regarding the various formal structures in place for tenure-track faculty to receive accurate guidance:
- Futures Group: This group no longer meets now that the newest faculty members have gone through their first year on the tenure track.
- Annual Reviews:
  In New Brunswick, a new approach has been implemented which includes the participation of the faculty chair and deputy, who give feedback on the personal statement, the 1-L form, etc.
  In Camden, only the unit director participates in the annual review, however, tenured faculty members are invited to give feedback that will inform the review.

The goal is to get clear and accurate information to the candidate. Senior faculty should be involved in the conversation.

Personal Statement
There seems to be disagreement in what constitutes Service in the personal statement. We are encouraged to look outward to the profession and especially the university to serve. One example is an institutional curriculum committee. We would not want our service to be clogged with a lot of what is expected to be our work. For example: Collection Analysis Group is connected with work, so it should be listed as Librarianship, not service.

Research time
A discussion ensued regarding research time and differences in how research time is granted among units. In some units it has become acceptable for faculty members to initiate ‘closing ranks’ to cover research time. As a reminder, only the administrator can invoke closing ranks to cover research time. As it inevitably does, the conversation
turned to the topic of the Camden faculty and the idea that they regularly take one day a week off as research time. This discussion was in response to Camden faculty having the ability to set a defined amount of time to a project and having faculty close ranks so he or she can complete the scholarly project. It should be noted that there is no ‘weekly day off’ that is given to Camden faculty for their scholarship and that the Director has the final say on closing ranks. We are encouraged to think about our jobs as including research time; time to research or write is not “time off.” Especially untenured colleagues should feel supported in that. Jeanne Boyle will help us frame this conversation. The unit directors in the library have a slightly different role than their ‘department head’ colleagues in the academic units. There is a need to balance faculty research time with the service needs of the units. Although this is also the case in the colleges, the unit directors are slightly different in that they have an administrative appointment (in addition to their faculty appointment) and will likely not ever be a part of the faculty. As a faculty body we need to discuss these issues to determine if there are actions we should take as a faculty body. This topic will be broached at Cabinet and then addressed as an RULF agenda item. Tom and Natalie will lead this conversation.

5) Open Lines: System vs. Local (Maloney) Postponed to a future meeting.

7) Summary of outcomes (Glynn)

These minutes will serve as a discussion point in the RULF meeting.

Some of this discussion will be brought to RULF in June but some of it will start off in Cabinet, specifically the roles of the unit directors as Chairs.

8) Announcements- All (5 minutes)

PlanCo is meeting in Newark in May.

Submitted by:
Leslin Charles