Rutgers University Libraries
Faculty Planning and Coordinating Committee Meeting
Wednesday, October 26, 2016
10 a.m. – 11:30 a.m.
University Librarian’s Conference Room

Present: Natalie Borisovets (Faculty Coordinator); Jeanne Boyle; Judy Cohn (remote); Melissa De Fino (Secretary); Tom Glynn, Karen Hartman (Deputy Faculty Coordinator); Christie Lutz; Zara Wilkinson (remote)

Excused: Adriana Cuervo; Kayo Denda; Mary Beth Weber

1. Adoption of the agenda

The agenda was adopted without changes.

2. Report of the Faculty Coordinator/Faculty Members of the Librarian’s Cabinet
   a. Tenure process update meetings

   Borisovets and Hartman met with Krisellen Maloney on October 12 at her request to talk about some concerns that she had with the tenure process.

   Whereas it has been our assumption that external reviewer are only being asked to comment on scholarship, in reality they are being asked to assess librarianship and scholarship, and if able, service. Therefore candidates need to keep this in mind and write their personal statements in a way that would make it possible for someone outside the university to assess their librarianship. Candidates coming up for tenure in the coming year will meet with Maloney, Borisovets, and Hartman in November. After the December faculty meeting, all tenured faculty will meet with Maloney. In January there will be a tenure workshop or untenured faculty.

   There is wording in the letter being sent to external reviewer that really doesn’t make much sense (e.g. “These letters are essential in assisting us to evaluate (name)’s scholarly achievements in librarianship”). The letter sent by the Libraries comes from the University and clearly states that it cannot be modified without approval. Borisovets will investigate the avenue for modifying the document.

   PlanCo also talked out candidates whose scholarship does not exactly match their areas of responsibilities. Glynn will compile previous guidelines and discussions.

   b. Priorities draft

   Except for some minor wording changes, Cabinet's priorities for 2018 have been finalized. Until the next planning cycle, only projects that directly feed into the priorities in this document will be considered.
c. Sabbatical instructions

The University’s Criteria for Selection for Sabbatical state that “participation … is approved only on the basis of a detailed proposal from an eligible faculty member for the improvement of his or her academic functions at the University.” The Library guidelines need to be updated. Current applications are due to Human Resources on December 4th, and the next faculty meeting is December 2nd. Borisovets will distribute the University policy via email, informing candidates that we will be integrating the University criteria into our own policy. A draft will be written and discussed at the November PlanCo meeting.

3. Faculty Groups Steering Committee Update

A draft of the Steering Group’s report has been distributed to the units for review. The Group will meet again following that review period, and will then hold three or four open meetings in November for faculty discussion. This will be discussed at the November PlanCo meeting and will also be an agenda item at the December faculty meeting.

4. Reorganization: Effects on Faculty Organization & Bylaws

With the Libraries reorganization, many units are left with very few faculty members. Concern has been expressed about personnel actions within these units. Currently faculty members are “borrowed” from other units when additional faculty members are needed for personnel actions. Discussion followed on whether an administrative unit must also be a faculty organization unit. Borisovets will introduce the issue at the December faculty meeting, with plans for a decision to be made at the March or June meeting.

5. NTT positions at RUL

De Fino distributed a draft discussion document written by Ryan Womack in 2012. The document may not have been finalized. Hartman will follow up with Womack. RBHS has an upcoming meeting to discuss the faculty status of their librarians in early December. PlanCo’s discussion is postponed until we have more information, possibly at the December PlanCo meeting.

6. Mechanisms for voting at RUL faculty meetings

Wilkinson and Cuervo have reviewed a number of available polling products. Wilkinson presented their recommendations. The goal was “to identify an alternative to clickers that would allow for informal polling and voting at RUL faculty meetings. The ideal product would be an online polling system that can accommodate multiple types of devices, ensuring that all meeting locations have the same expectations of privacy/ease and uniform voting experience.” Camden has used Poll Everywhere for past events. PlanCo agreed that this was the best option and asked Wilkinson and Cuervo to investigate the product further.
7. The next PlanCo meeting is scheduled for November 16\textsuperscript{th}.