

**Binghamton University
LIBRARY FACULTY PERSONNEL ACTION SUMMARY**

Name: _____
Present Title: _____
Date Present Appointment Expires: _____
Mandated Tenure Date: _____

Personnel Action

_____ Renewal of Term for ____ years
 _____ Promotion to Sr. Assistant Librarian
 _____ Tenure
 _____ Promotion to Associate Librarian
 _____ Promotion to Librarian

	Tally of All Eligible Members	Number of Votes			Non-voting
		For	Against	Abstain	
IPC - Renewal					
IPC - Promotion					
IPC - Tenure					
UPC - Renewal					
UPC - Promotion					
UPC - Tenure					

Note: IPC tally of eligible members equals the total number of committee members in residence plus those that are not in residence but participating.

Note: The record of the final vote taken shall include the number of Committee members in residence plus those that are not in residence but participating.

	Personnel Action *			Date
	Renewal	Promotion	Tenure	
IPC				
Dean				
UPC				
Provost				
President				

*Indicate Y (yes) or N (no) in the appropriate column.

LIBRARY FACULTY PERSONNEL CASE CHECKLIST – SECTION ONE
ITEMS TO FOLLOW THIS PAGE INCLUDE

- 1. An up-to-date and complete curriculum vitae**

**LIBRARY FACULTY PERSONNEL CASE CHECKLIST – SECTION TWO
ITEMS TO FOLLOW THIS PAGE INCLUDE**

1. Listing of all eligible IPC members and their signatures [form #1]

- The list should clearly indicate who served as the chair of the IPC.
- The list should clearly indicate who served as secretary of the IPC.
- If an eligible IPC member did not participate, the list should state the reason.

Note: The minimum size of an IPC shall be five **voting** members.

2. IPC report – IPC’s written evaluation of performance in the candidate’s Review Criteria should include

- Evaluation of accomplishments in job performance
- Evaluation of scholarship accomplishments
- Evaluation of service accomplishments
- A summary of the discussion
- The recommendation of the committee and the rationale for the decision
- The final vote of the committee (including yes votes, no votes and abstentions)
- A statement that indicates that a majority of the committee has accepted the report
- Include caucus report, if requested, and minority report, if submitted
- Summary of materials used by IPC in evaluating job performance
- The faculty candidate whose case is under consideration must be copied on the initiating personnel committee’s evaluation and recommendation.

Note: The IPC report must not include either the names or any other identifying information of the outside evaluators.

3. The IPC should include the candidate’s third year review letter with tenure cases.

4. Memo from the IPC chair to the candidate stating that he/she has five working days to review and respond in writing to the IPC report

Did the candidate respond to the IPC report?

- Yes (a copy of the response must be included in the personnel case)
- No

5. Statement of personal service [form #6]

**LIBRARY FACULTY PERSONNEL CASE CHECKLIST – SECTION THREE
ITEMS TO FOLLOW THIS PAGE INCLUDE**

1. Evaluation and recommendation by the dean - the evaluation should include

- Evaluation of accomplishments in job performance
- Evaluation of scholarship accomplishments
- Evaluation of service accomplishments
- The recommendation
- The faculty candidate whose case is under consideration must be copied on the evaluation and recommendation of the dean.
- The IPC chair must be copied on the evaluation and recommendation of the dean.

Note: The dean's report must not include either the names or any other identifying information of the outside evaluators.

2. Recommendation of the UPC

3. Recommendation of the Provost

4. Recommendation of the President

LIBRARY FACULTY PERSONNEL CASE CHECKLIST – SECTION FOUR
ITEMS TO FOLLOW THIS PAGE INCLUDE

1. Letters of evaluation and a brief description of the reviewers' credentials.

- List of individuals asked to provide an evaluation of the candidate's job performance, scholarship and/or service who participated in the review **[form #4]**, followed by
 - Sample copy of the letter of solicitation sent to the reviewers [only one sample necessary]
 - Reviewer's signed evaluation of the candidate's job performance, scholarship and/or service
 - Reviewer's signed release form [if the form is not returned, the evaluation is not released]
 - Description of reviewer's credentials

2. If unsolicited letters relevant to the candidate's job performance, scholarship and service are considered by the IPC.

- Author's signature is **required**.
- The option of release without author identification is not available for unsolicited materials.

**LIBRARY FACULTY PERSONNEL CASE CHECKLIST – SECTION FIVE
ITEMS TO FOLLOW THIS PAGE INCLUDE**

1. Accomplishments in Job Performance

- All of candidate's current and previous position descriptions and statement of job-related accomplishments and goals must follow.
- Relevant supporting documentation not included previously should be inserted after this page.

The Review Criteria statement refers to the Addendum (Library Faculty Personnel Action Summary) which can be found in the Provost's procedure for personnel cases.

LIBRARY FACULTY PERSONNEL CASE CHECKLIST – SECTION SIX
ITEMS TO FOLLOW THIS PAGE INCLUDE

3. Scholarship Accomplishments

- Candidate's statement of accomplishments in the area of scholarship, interests and goals must follow.
- Insert any supporting documentation not included previously.

The Review Criteria statement refers to the Addendum (Library Faculty Personnel Action Summary) which can be found in the Provost's procedure for personnel cases.

LIBRARY FACULTY PERSONNEL CASE CHECKLIST – SECTION SEVEN
ITEMS TO FOLLOW THIS PAGE INCLUDE

1. Service Accomplishments

- Candidate's statement of service goals, accomplishments, and future directions must follow.
- Insert any supporting documentation not included previously.

The Review Criteria statement refers to the Addendum (Library Faculty Personnel Action Summary) which can be found in the Provost's procedure for personnel cases.