

Seattle University
Committee for Librarian Evaluation and Promotion

**STANDING COMMITTEE
INFORMATION SHEET**

- NAME:** Committee for Librarian Evaluation and Promotion (hereinafter referred to as “Committee”).
- PURVIEW:** Evaluates the performance of a librarian candidate eligible for promotion, and provides a written recommendation to the University Librarian, or the Law Library Director and the Law School Dean, for transmittal to the President through the Provost. Receives documentation for promotion and advises candidate of file status.
- Committee actions must be consistent with the Librarian Evaluation and Promotion Working Documents (*Timeline for Librarian Evaluation and Promotion, Standards for Promotion in Librarian Rank, Guidelines for File Preparation and Presentation*). Proposed changes to these working documents must be submitted to the Committee for referral to, and consideration by, the Committee of the Whole (all full-time librarians). Approval of changes is by simple majority vote. All changes to the Working Documents must be submitted to the Provost for review.
- AUTHORITY:** Advisory to the President through the Provost via the University Librarian, or the Law Library Director and Law School Dean.
- MEETINGS:** To be called by the Committee Chair in response to 1) a notice of request for promotion from the candidate, or 2) a proposed change to the *Standing Committee Information Sheet* and/or Librarian Evaluation and Promotion Working Documents. A quorum of three is required to conduct Committee business and a simple majority of members present is needed to pass on Committee business. All Committee members (with the exception of those disqualified for conflict of interest) are required during consideration of, and voting on, candidates’ files.

MEMBERSHIP: Composed of five librarians:
chair (rotated annually between University librarians and
University law librarians)
two University librarians
two University law librarians

One of the librarians is elected by the Committee to serve as secretary. The secretary maintains official minutes that form the permanent record of the Committee.

If one or more members of the Committee becomes unable to serve due to disqualification for conflicts of interest or otherwise, or if any member of the Committee resigns or becomes unavailable due to illness or other circumstances, the remaining members of the Committee will have discretion to proceed in a manner they deem appropriate.

ELIGIBILITY: Committee members must 1) currently hold a full-time librarian position, and 2) have accrued three years of full-time experience as a professional librarian. It is preferred that full-time experience includes a minimum of one year accrued within the Seattle University library system.

**ELECTIONS
AND TERMS:**

Committee member nominations must be submitted by April 15, with the election of committee members taking place no later than May 1 of the same year. The University Librarian and the Law Library Director or their designees, have sole responsibility to initiate and supervise the election process.

The Committee Chair position rotates annually between the University librarians and the University law librarians. The University librarians will elect the Chair for the A.A. Lemieux Library's rotational years; the University law librarians will elect the Chair for the Law Library's rotational years. The Committee's term year begins on May 1 and ends on April 30 of the following year. All full-time librarians are eligible to vote for the Chair serving during their library's rotational year; Committee members are elected by all full-time librarians.

MINUTES DISTRIBUTION: Sent to the Committee members and become part of the permanent Committee records residing with the Committee Chair. Deliberations on candidate files are confidential and therefore not part of the official Committee minutes.

EXECUTIVE SUMMARY: Under the direction of the Chair and the advice of the Committee members, an executive summary is distributed

to the Committee of the Whole by May 1. The executive summary will highlight the year's activity and outline unfinished business. The executive summary becomes a part of the permanent Committee record residing with the Chair.

**MAINTENANCE
OF DOCUMENTS:**

The working documents of the Committee will be maintained by the Chair. It is the Chair's responsibility to distribute all working documents (*Standing Committee Information Sheet, Standards for Promotion in Librarian Rank, Timeline for Librarian Evaluation and Promotion, Guidelines for File Preparation and Presentation and Appendices*) as needed to the Committee of the Whole.

CHAIR OR CONTACT PERSON: University Librarian
Law Library Director