



FIU

Law Library

**EVALUATION AND
PROMOTION MANUAL**

2021

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I. INTRODUCTION

A. PURPOSE

This Manual serves as a guide for the annual review of law librarians, and for candidates for promotion in rank. It also provides guidelines and criteria for supervisors and colleagues responsible for evaluating law librarians and mentoring potential candidates. It describes in detail the timetable, policies and procedures, and outlines the requirements and criteria associated with all aspects of the annual review process and promotion in rank process and procedure. This Manual is designed to work in tandem with the FIU Tenure and Promotion Manual covering all FIU faculty.

From the time of appointment, each law librarian should strategically seek to grow professionally and apply their knowledge as contributors to the organization and the profession. Ongoing documentation of these endeavors is inherent in the annual evaluation review, paving the law librarian's way as a participant in the promotion process. This document provides a framework to recognize the cumulative distinctive accomplishments and contributions of FIU Law Library Faculty.

Law librarianship is the primary discipline of the FIU Law Library Faculty. It embodies the mastery of information management, access, discovery, and legal research and resource instruction. The FIU Law Library Faculty is composed of law librarianship practitioners who, in partnership with their practitioner peers and FIU Law and University staff and faculty, apply their knowledge and expertise, and provide the means for the discovery and the pursuit of knowledge, and to further the mission of FIU College of Law.

FIU Law Library Faculty perform a unique and vital function in the educational process of FIU College of Law through facilitation of, and engagement in, instruction, service and outreach, and research and scholarship. Law librarians integrate their teaching, research, service, and practice to provide knowledge and skills for the practice of law and for the advancement of the legal field. Law Librarians provide access to scholarly resources and information technologies that form the foundation of library and collection services. This model of practice reflects a commitment to law librarianship through the application of ideas and philosophies based on the foundations of Library and Information Science and the Practice of Law.

This Manual will be updated on a continuing basis to maintain compliance with University requirements and to reflect the changing environment of academic law librarianship.

B. ANNUAL REVIEW

The Annual Review Process is the process by which law librarians document their performance. The purpose of the Annual Review is to measure and determine whether the law librarian is meeting the goals and objectives specific to their roles and functions on an annual basis. This Review determines accomplishments and identifies strengths and weaknesses of the FIU Law Library as an organization.

The Annual Review criteria and procedures provide law librarians the opportunity to develop short- and long-term goals aligned with the strategic vision and plans of the FIU Law Library and the FIU College of Law. Each law librarian's Review provides them the opportunity to demonstrate how their work fulfills the Annual Goals of FIU Law Library, while also establishing their contributions to the law librarian profession.

C. PROMOTION

The act of seeking promotion is one of the most important decisions in which a law librarian in higher education may be involved. It is a shared undertaking that establishes an individual's sense of their professionalism, as well as the FIU Law and University communities' recognition of it. Promotion is the recognition of a law librarian's ability to maintain a consistently high-level practice of law librarianship, contribute to the organization, and contribute to their profession. The criteria and procedures for promotion within the FIU Law Library provide law librarians the opportunity to be reviewed in a manner that adequately recognizes the differences in individual positions and contributions. The candidate's accomplishments are the primary determinant of promotion and are documented in the promotion file. The promotion review process requires an objective consideration of a candidate's work, teaching, service record, and scholarly output based solely on the contents of the file. This Manual is the primary guide for reviewing a candidate's law librarianship practice.

D. LAW LIBRARIAN RANKS

Ranks of FIU Law Library Faculty parallel those of other members of University Faculty and FIU Libraries Faculty:

1. Assistant Librarian, Job Code 9055 (*hereinafter* Assistant Law Librarian)
2. Associate Librarian, Job Code 9054 (*hereinafter* Associate Law Librarian)
3. University Librarian, Job Code 9053 (*hereinafter* University Law Librarian)

E. DUAL APPOINTMENTS

LIBRARIAN FACULTY

Librarian faculty can be appointed dually in FIU Libraries and FIU Law Library. Dual Appointments are assigned a Home Department – either FIU Libraries or FIU Law Library – via the job description. A Dual Appointment's Home Department determines which promotion and evaluation process to follow. FIU Libraries' Home Department appointments follow the FIU Libraries' Promotion and Evaluation Manual. FIU Law Library's Home Department appointments follow the FIU Law Library Evaluation and Promotion Manual.

FIU LAW FACULTY

Law librarian faculty can be appointed dually as FIU Law Library Faculty and FIU Law Faculty. Dual Appointments are assigned a Home Department – either FIU Law Library (appointment as a law librarian faculty) or FIU Law Faculty (appointment as an FIU tenure-track or lecturer law faculty) – via their job description. A Dual Appointment's Home Department determines which promotion and evaluation process to follow. FIU Law Library Faculty appointments follow the FIU Law Library Evaluation and Promotion Manual. FIU Law Faculty appointments follow the FIU Law Faculty Bylaws.

II. DEFINITIONS

1. **Administrative Appointment:** Any appointment made as director, assistant director, department head, manager, or similar.
2. **Annual Review and Evaluation:** Term of art for the process undertaken for the review and evaluation of a law librarian's work on an annual fiscal year basis.
3. **Annual Goals:** The work assigned on an annual basis pursuant to the FIU Law Library Annual Goals strategic planning document, published and provided each fiscal year.
4. **FIU Law Library:** Or, FIU College of Law Library. The academic law library supporting FIU College of Law pursuant to the accreditation requirements of Chapter 6, American Bar Association Standards and Rules of Procedure for Approval of Law Schools.
5. **Job Description:** The law librarian position description found in the job posting during recruitment and as updated thereafter through official reclassification or reorganization; commonly provided as a department-based working description.
6. **Job Title:** The law librarian title found in the job posting during recruitment and as updated thereafter through official reclassification or reorganization; commonly referred to as the department-based and department-provided working title.
7. **Law Librarian:** As law librarians use the same FIU Job infrastructure as all librarian faculty, this Manual's references to law librarians refer to those librarian faculty hired in the FIU College of Law, as members of the FIU Law Library Faculty.
8. **Rank:** Refers to the promotion levels available to law librarians within the University.

III. ADMINISTRATIVE APPOINTMENTS

A. GENERAL PROVISIONS

Administrative Appointments as director, assistant director, department head, manager, or similar, are made by the department or College at FIU to identify and assign administrative duties and responsibilities to the department or College. They respond to the organizational structure, functions, roles, and responsibilities of FIU Law Library and FIU College of Law. Administrative Appointments are made outside of the Promotion criteria set forth in this manual as those appointments occur separate from rank.

Administrative Appointments follow the procedures and protocols set forth by FIU Human Resources and Academic Affairs, in consultation with the Dean of the FIU College of Law. Examples include departmental restructuring, advancement to fulfill operational mission and/or goals, and temporary appointments to fill vacancies.

B. DIRECTOR OF THE LAW LIBRARY

This section describes the process for appointment of an FIU Law Library Faculty law librarian appointed to the position of Director of the Law Library.¹

FIU Law Library Faculty can be appointed as Director of the Law Library. This administrative appointment is made by the Dean of the FIU College of Law. FIU Law Library Faculty appointed to the position of Director of the Law Library must hold University Law Librarian rank.

¹ Appointment of FIU Law Faculty to the position of Director of the Law Library is covered by the FIU Law Faculty Bylaws.

IV. EVALUATION AND PROMOTION CRITERIA

This section describes the criteria used to evaluate law librarian’s performance during the Annual Evaluation as well as candidates for Promotion.

Annual Evaluation and Promotion is awarded based on the quality of law librarianship, through the criteria of

- a. **Law Librarianship Core Competencies**
- b. **Professional Practice,**
- c. **Research and Scholarship,**
- d. **Instruction, and**
- e. **Service and Outreach.**

The practice of law librarianship comprises many facets of knowledge making each Job Description, Administrative Appointment, and annual assignment unique. This variety of responsibilities and contributions to the FIU College of Law and University constitutes to strengthen FIU Law Library and is highly valued by our Law Librarian faculty. In evaluating law librarians, the proportion or percentage of the various criteria as quantified in the individual Annual Goals and Work Plans must be carefully considered and weighed in relation to any administrative responsibilities. These distinct Annual Goals and Work Plans of each law librarian within the years leading to their application for promotion have the same influence on the criteria when used to evaluate the candidate for promotion.

A. LAW LIBRARIANSHIP CORE COMPETENCIES

Law Librarianship competency is evaluated by standards provided by the American Bar Association (ABA) and American Association of Law Libraries (AALL).

The ABA establishes that the role of the law library is to provide, “support through expertise, resources and services to enable the law school to carry out its program of legal education, accomplish its mission and support scholarship and research[.]”²

The AALL defines the Core Competencies,³ that law librarians need to exhibit to perform their functional role in supporting their law school. As these Core Competencies are revised by AALL, revised Competencies replace these and are incorporated in this Manual.

“The American Association of Law Libraries (AALL) seeks to define the profession of law librarianship and its value to the legal field, today and in the future, by identifying, verifying, and actively promoting competencies of law librarianship. Competencies are the knowledge, skills, abilities, and personal characteristics that help distinguish superior performance.”

² ABA Standards and Rules, Chapter 6, Library and Information Resources, at https://www.americanbar.org/content/dam/aba/administrative/legal_education_and_admissions_to_the_bar/standards/2020-2021/2020-21-aba-standards-and-rules-chapter6.pdf.

³ AALL Competencies of Law Librarianship, at <https://www.aallnet.org/about-us/what-we-do/policies/public-policies/competencies-of-law-librarianship/>.

1. Demonstrates excellent service to users and evidences a strong commitment to continual service improvement by participating in regular training and by collecting, evaluating, and responding to user satisfaction data.
2. Recognizes and addresses the diverse nature of the library's users and community.
3. Understands, supports, and contributes positively to the evolution of the culture and context of the library and its parent institutions.
4. Demonstrates knowledge of the legal system and the legal profession.
5. Understands the social, political, economic, and technological context in which the legal system exists.
6. Demonstrates knowledge of library and information science theory and the creation, organization, and delivery of information within its technological context.
7. Adheres to the Ethical Principles of the American Association of Law Libraries and supports the shared values of librarianship.
8. Exhibits leadership skills including critical thinking, risk taking, creativity, negotiation, collaboration, and change management.
9. Demonstrates commitment to working with others to achieve common goals.
10. Acts within the organization to implement the principles of information management.
11. Exhibits an understanding of the importance of a multidisciplinary and cross-functional approach to programs and projects within the organization.
12. Shares knowledge and expertise with users and colleagues.
13. Displays excellent communication skills and is able to promote the library and advocate for its needs.
14. Communicates effectively with publishers and other information providers to advance the interests of the library.
15. Recognizes the value of professional networking and actively participates in professional associations and online communities.
16. Actively pursues personal and professional growth through continuing education.

Additional AALL Specialized Competencies are provided for specific areas of practice. These specific areas of practice are provided via the law librarian's Job Description and Administrative Appointments, and, where provided, those area-specific Specialized Competencies should additionally be considered as core competencies.

All FIU Law Library Faculty are expected to engage in these Specialized Competencies, given the shifting qualities of law librarianship:

- **Library Management**, as related to their role and in support of FIU Law Library administration;
- **Reference, Research, and Client Services**, as related to their role and in support of FIU Law Library's reference and research services inherent in Library Services;
- **Information Technology**, as related to their role and as part of their law librarianship practice, and in support of FIU Law Library's Library and Collection Services;
- **Collection Development**, as related to their role and in support of FIU Law Library's patron-driven and cost-lowering collection development strategy inherent in Collection Services;
- **Teaching**, as provided for in the Instruction Criteria, as related to their role and as part of their law librarianship practice, and in support of FIU Law Library's outreach services inherent in Library Services.

B. PROFESSIONAL PRACTICE

The practice of law librarianship is a multifaceted discipline in which FIU Law Library Faculty engage in a broad spectrum of professional endeavors. As specialists, law librarians are responsible for creating intellectual, physical, and virtual access to library resources; document delivery, collection development, and preservation; digitization, technological expertise, and support; bibliographic control and organization; design and delivery of instruction; reference; outreach services; administration and planning. Through these efforts, law librarians make their unique contribution to the intellectual life of the FIU College of Law and University. Since academic law libraries are both dynamic centers of learning and complex information environments, critical attention to current developments in the profession and related subject areas is expected of all FIU Law Library Faculty, regardless of assignment.

Professional Practice is, typically, the most important criterion used in determining promotion for all law librarians and is usually given the most weight in promotion decisions. The primary instruments for evaluation of professional performance are the resumé or C.V., the documents from the Annual Evaluation, and letters of evaluation. Law librarians will be evaluated based on their accomplishments and a documented record of performance with evidence of increasing responsibility, sustained growth, and contributions in the area(s) of their core responsibilities in law librarianship. Additionally, the FIU Law Library encourages the law librarian's professional development and supports continuous effort to further professional knowledge. The criteria for Professional Practice are dependent upon rank. Some examples include:

- Professional Competence
- Professionalism and Collegiality
- Commitment to Service Excellence
- Initiative and Innovation
- Information Literacy
- Emerging Legal Research Methods
- Emerging Information Technologies

C. RESEARCH AND SCHOLARSHIP

Law Librarians fulfill their Research and Scholarship with the support – financial and personnel – of the FIU College of Law. Representative scholarly works include:

- Research and resource guides;
- Bibliographies;
- Manuals and procedural guides and reports;
- Presentations at professional meetings and/or conferences;
- Publication of articles and books relating to
 - law libraries,
 - law librarianship,
 - legal research,
 - information literacy,
 - information technology,
 - legal technologies,
 - law practice,
 - legal education pedagogy, and

- cross-disciplinary works; and
- Subject-based legal scholarship.

Law librarians are expected to develop and maintain an ongoing program of research and scholarship consistent with the vision, mission, and goals of FIU Law Library, FIU College of Law, and the University. Scholarship which advances the knowledge of the profession of law librarianship is critical to the fulfillment of the FIU Law Library's mission. Scholarship is a vital and evolving part of the professional activities of all law librarians.

The evaluation of the entire body of a law librarian's scholarship is qualitative and quantitative, and is undertaken in relation to their rank, Job Description, Administrative Appointments, and assignments. Additionally, as practitioners of law librarianship requiring extensive areas of expertise, scholarship may include activities relating to law librarianship, areas of professional interest, and research-based activities as detailed in a law librarian's Annual Goals and Work Plans.

D. INSTRUCTION

Law Librarianship includes teaching via instruction of peers, patrons, and the FIU College of Law and University community via legal research and resource training, presentations, and programs. Instruction can take many forms and include formal⁴ and informal instructional interactions. Individual responsibilities for instruction are provided via the law librarian's Job Description and are assigned as part of the Annual Goals and Work Plan.

The following Criteria are provided by AALL as Specialized Competencies in teaching:⁵

1. Determines the educational needs of users through observation, discussion, and needs assessment tools.
2. Effectively teaches library users and colleagues with differing needs and technological skill levels.
3. Knows and applies the principles of adult learning.
4. Designs curricula and teaches to meet the educational needs of users, and evaluates the educational process for effectiveness.
5. Educates users in cost-effective and efficient methods of legal research.
6. Provides training and guidance on the organization and use of legal resources in various formats.
7. Trains users in commercial research databases, coordinating with vendors where appropriate.
8. Promotes the effective use of new resources and technologies for the retrieval of information.
9. Prepares and packages materials such as bibliographies, pathfinders, training scripts, podcasts, webinars and handouts.

E. SERVICE & OUTREACH

Service is a cornerstone of the professional practice for the law librarian. Law librarians are dedicated to serving the information needs of our patrons. Law librarians are encouraged to seek active engagement in the governance of FIU Law Library, FIU College of Law, and the University, and to contribute to the diversity and intellectual life of FIU. Law librarians are expected, commensurate with their rank, to serve their profession through local, state, national, and international organizations.

⁴ FIU Law Library Faculty are contracted and compensated separately for teaching for-credit courses at FIU.

⁵ AALL Core Competencies, revised 2010, at

<https://web.archive.org/web/20210708151344/https://www.aallnet.org/about-us/what-we-do/policies/public-policies/competencies-of-law-librarianship/>

Examples of Service & Outreach include:

To the Law Library and College of Law: Recognition is given to those who actively engage in, or assume leadership roles in, Law Library-wide service, or serve as official representatives of the Law Library. Examples might include being nominated, elected, or serving on administrative/faculty governance committees, participating in meetings, and serving as an official representative of the Law Library on College of Law committees, councils, senates, task forces, program coordination/administration, student organizations, clinics, externships, advocacy programs and teams, journals, conferences, workshops, and seminars.

To the University: Recognition is given to those who participate in University functions such as graduation, convocation, and other events; are nominated, or elected to, or serve on, University or faculty offices or committees; actively engage in, or assume leadership roles in University-wide service, or serve as an official representative of the University. Examples might include service on University committees, programs and initiatives, student organizations, the Faculty Senate and its committees, and as an official representative of FIU College of Law or FIU Law Library to local, state, national, or international committees, organizations, or associations.

To the Profession: Service to the profession includes those activities that promote, enhance, and better the profession of law librarianship. This includes membership, and/or leadership roles, in professional organizations and committees at the local, state, regional, national, or international levels.

To the Community: The mission of FIU College of Law includes supporting the South Florida community. Law Librarians utilize their professional skills, knowledge, and/or competencies in serving the local, state, regional, or global legal communities, including the bench and bar. Service includes work as speaker/presenter at non-academic meetings; instruction/training for local, state, regional, national, international organizations/agencies; participation in community meetings and media programs; memberships on advisory boards, committees, task forces, commissions, program/project coordination/development; and other volunteer service which represents a donation of time and professional skills to meet the needs of society.

F. SPECIFIC CRITERIA FOR ADMINISTRATIVE APPOINTMENTS

The Criteria set forth by this Manual is modified for Law Librarians who hold administrative duties and responsibilities. Administrative Appointments Evaluative Criteria to be considered are:

- a. The overall success of the administrative function.
- b. Professional Practice administrative criteria such as
 - personnel management,
 - law library operations management, and
 - strategic planning and goal setting.
- c. Research and Scholarship evaluative criteria are tempered against the time spent administrating the department or function.
- d. Instructional evaluative criteria are tempered against the time spent administrating the department or function.
- e. Service and Outreach administrative criteria include service on:
 - FIU University Committees and Faculty Senate,

- Florida State University System (FSUS), and/or Florida Academic Library Services Cooperative (FALSC), and/or Florida Virtual Campus (FLVC), or successor organization(s) Library Committees and/or Working Groups,
- FIU College of Law Committees, and
- Other professional organization or similar committee assignments.

G. SPECIFIC CRITERIA FOR DIRECTOR OF THE LAW LIBRARY WITH UNIVERSITY LAW LIBRARIAN RANK

The Criteria set forth by this Manual for University Law Librarians are modified for the Director of the Law Library with University Law Librarian Rank appointed according to the process in this Manual in keeping with their administrative duties and responsibilities. Example Administrative Criteria considered for the Director of the Law Library with University Law Librarian Rank are provided generally under administrative appointments evaluation criteria. Additionally, the following unique Administrative Criteria apply or supplant the Evaluation Criteria or Administrative Appointments Criteria:

- a. The overall success of the FIU Law Library.
- b. Professional Practice administrative criteria such as
 - personnel management,
 - law library operations management,
 - fiscal responsibility and budget management,
 - strategic planning with effective identification of strengths, weaknesses, opportunities, and threats,
 - coordinated effort to achieve strategic goals of FIU Law Library,
 - collection development and management,
 - other administrative responsibilities related to the strategic goals of the University.
- c. Research and Scholarship evaluative criteria are tempered against the significant time spent overseeing the Law Library.
- d. Service and Outreach administrative criteria include:
 - Outreach to the Bench and Bar
 - The law librarian profession.
- e. Instructional evaluative criteria are tempered against the significant time spent overseeing the Law Library.

V. ANNUAL REVIEW AND EVALUATION

A. GENERALLY

The Annual Review and Evaluation provides FIU Law Library and its law librarian faculty with a continuing cycle through which to review performance related to expectations established in the Annual Goals (Goals or goals) and Work Plans. This review process ensures accountability and improvement in the FIU Law Library Faculty's roles within FIU Law and FIU Law Library, in keeping with annual strategic goals, mission, and vision. This review process describes the specific roles, responsibilities, specializations, and functions that each law librarian has within the Law Library.

Through the Annual Review and Evaluation, law librarians are provided feedback and follow up regarding their progress in achieving goals and work plan assignments. It also assists in identifying difficulties and challenges faced throughout the year, with the purpose of pivoting focus as necessary in response to those circumstances. The Mid-Year Review supports implementing changed assignments and responsibilities responsive to unforeseen circumstances.

Finally, the Annual Review and Evaluation ensures that each law librarian's accomplishments and contributions are recorded and recognized.

B. ANNUAL REVIEW PROCESS

ANNUAL STRATEGIC GOALS

Annual Strategic Goals are prepared at the beginning of the fiscal year and published in the FIU Law Library Annual Goals. These Goals are a collaborative effort and approved by the Dean of the FIU College of Law. The Goals are aligned with the vision of the Law Library's short- and long-term goals.

WORK PLAN

Law librarians' professional obligations for the year are provided via their Work Plan. The Work Plan describes the assignments and responsibilities of each law librarian, and their specific functions under the categories of Professional Practice, Research & Scholarship, Instruction, and Service & Outreach. The Work Plan is provided to the law librarian on an annual basis, incorporating and responsive to the FIU Law Library Annual Goals.

The Work Plan:

- States the specific Goals that each law librarian is responsible for achieving,
- Describes the impact you intend to have via achieving Goals, and accomplishing the mission and vision,
- How to determine their successful attainment,
- Motivate professional practice,
- Identify priorities, and rank Goals as needed by strategic priority,
- Assures that assignments and responsibilities are relevant and reflective of the law librarian's Job Description, Goals, FIU College of Law, and University-wide strategic initiatives.

The Work Plan is drafted by the law librarian and their supervisor, in consultation with the Director of the Law Library. For the Director of the Law Library, the Work Plan is submitted to the Dean of the College of Law.

MID-YEAR REVIEW

The Mid-Year Review affords the opportunity to assess accomplishments and describe challenges. The Mid-Year Review provides law librarians the ability to document how they are achieving their Work Plan and work with their supervisor to make any necessary changes in response to any change in circumstance. The Mid-Year Review may result in an altered Work Plan responsive to changed needs.

The Mid-Year Review should not be a cumbersome or strict documentary process. Therefore, the Mid-Year Review template is built off the structure of the existing Work Plan, with summary commentary and documentary evidence. The Mid-Year Review is a conversation between the law librarian and their supervisor, with any changes to the Work Plan added or edited because of that Mid-Year Review.

ANNUAL REPORT

Each FIU Law Library Faculty shall prepare for the Director of the Law Library and Dean of the FIU College of Law an Annual Report detailing how the law librarian achieved their Goals and Work Plan assignments and describing their activities and accomplishments in relationship to their Core Competencies, Professional Practice, Research & Scholarship, Instruction, and Service & Outreach. The Annual Report – similarly to the Mid-Year Review – is based off the Work Plan and Goals provided for that year. The Annual Report and supporting documentation is provided via Panther 180 or similar system. For the Director of the Law Library, the Annual Report is submitted to the Dean of the College of Law.

The Annual Report captures work as a snapshot in time of the law librarian's productivity, work product, and accomplishments during that year. The purpose of the Annual Report is to ensure that evidence is not lost over time and can be accessed in the future as needed. The Annual Report should be supplemented via an updated resumé or curriculum vitae that documents via citation the law librarian's activities and accomplishments.

The Annual Report should also include notes regarding any goals the law librarian plans to take on in the following fiscal year.

ANNUAL REVIEW AND PERFORMANCE EVALUATION

The Director of the Law Library and Dean of the College of Law reviews each Annual Report and meets individually with the FIU Law Library Faculty member for an Annual Review, to discuss activities and accomplishments. During this evaluation, the law librarian shall be provided with feedback regarding their performance, any area(s) for improvement, and suggestions for professional practice and development.

The Director of the Law Library and Dean of the College of Law shall provide a written Annual Performance Evaluation. See Annual Performance Evaluation template. For law librarians eligible for promotion as provided in this Manual, the Annual Performance Evaluation will contain information regarding their progress towards promotion. The Annual Performance Evaluation shall be signed by the Director of the Law Library, Dean of the College of Law and the FIU Law Library Faculty law librarian. The law librarian may attach a brief comment to their Evaluation.

For the Director of the Law Library, the Annual Review and Performance Evaluation is performed by the Dean of the College of Law.

C. SCHEDULE

The Director of the Law Library will provide an annual evaluation schedule each August following the structure below:

Item	Date
Annual Strategic Planning Documents Published: <ul style="list-style-type: none"> • FIU Law Library Goals • FIU Law Library Achievements • FIU Law Library Statistical Report • Annual Evaluation Schedule 	Published Early August
Work Plan	Law Librarian submits Work Plan draft to their supervisor and the Director of the Law Library
	Law Librarian meets with their supervisor to finalize Work Plan
	Work Plan is completed mid-August, no later than the start of the Fall semester
Mid-Year Review	Form submitted by the second Friday in January
	Review held by first Friday in February
Annual Report	Submitted by the first Friday in June
Annual Review	Held the last week of June or the first week of July
Annual Performance Evaluation	Submitted by the first Friday in July

D. DOCUMENTATION

The Annual Review and Evaluation Process takes place in Panther180 or similar system, utilizing the templates/forms provided in the FIU Law Library Sharepoint and in the appendices of this Manual. Law Librarians are encouraged to supplement their documentation with evidence of their work product throughout the year. Born-digital content can be captured through the utilization of web-capture tools,⁶ screenshots, or other digitization methods; a snapshot in time ensures that revisions to online content are reflected in time and over time, demonstrating the law librarian’s on-going work product and professional practice.

The forms provided are Word template documents, located in FIU Law Library Sharepoint > Templates:

- Work Plan Template.dotx
- Mid-Year Review Template.dotx
- Annual Performance Evaluation Template.dotx

The Annual Report can be created using the FIU Law Library Report Template. The Annual Report format is at the law librarian’s discretion. Documentation for Promotion can be used as a guide. See Documentation for Promotion.

⁶ Way Back Machine, perma.cc or similar capture tools. LibGuides guides can be duplicated as unpublished guides and will be held in the FIU Law Library’s LibGuides as a redundant strategy; the law librarian is responsible for notifying LibGuides administrators if utilizing this strategy.

VI. PROMOTION

Candidates and evaluators should be aware that there is no quantitative checklist that ensures, or denies, promotion.

Evaluation of a candidate's fitness for promotion is based on activities and accomplishments that fulfill the criteria detailed below during time-in-rank. The period before hire, or before previous promotion, as evidenced by the resumé or CV and Candidate's Statements, is considered a source of context for the law librarian's career path.

A. REQUIREMENTS

ELIGIBILITY FOR PROMOTION

Promotion will be granted to law librarians whose professional activities and achievements merit special recognition and does not result solely from time in rank. Distinction is recognized by evidence that demonstrates sustained, high-quality contributions to law librarianship, or the candidate's area of responsibility as provided in their job description, that enhances FIU Law Library's Library and/or Collection Services, fosters new knowledge, supports FIU Law's mission, and/or provides leadership to the profession. The candidate for promotion shall have a documented record of professional performance, which shows increasing responsibility and continuing growth as a law librarian.

MINIMUM REQUIREMENTS FOR PROMOTION

The following are established as minimum qualifications for promotion in accordance with Board of Governors regulations, FIU Board of Trustees regulations, FIU Faculty Senate regulations, and the distinctive mission, vision and goals of FIU College of Law and FIU Law Library:

a. Education: FIU Law Librarians must have:

- i. Juris Doctor from an American Bar Association accredited program, or its international equivalent, and
- ii. Master's degree or Ph.D. from an American Library Association accredited program, or its international equivalent, and
- iii. Other higher education or professional degree or Certifications,

as provided for in the law librarian's Job Description.

b. Experience: The Dean of FIU College of Law, together with the appointee, identifies creditable years of experience (as measured in months) for promotional purposes before the time of initial contractual appointment of the employee. Creditable years of experience are defined as:

- i. **Professional Library Experience:** The number of months of professional library experience earned by the candidate after receiving their Juris Doctor or equivalent degree and/or receiving the Master's or equivalent and up to the time of submitting the promotion application. Professional library experience in a recognized or established institution may be credited on a one-to-one ratio.
- ii. **Other Applicable Experience:** Credit for professional non-library legal experience earns credit on a one-to-one ratio as provided for in the Job Description. Professional Non-

Library Non-Legal Experience and Non-Professional Library Experience earns a maximum of one year's credit; this year is applied toward the total number of years of professional library experience.

1. *Professional Non-Library Legal Experience* refers strictly to experience gained after receiving the Juris Doctor or equivalent degree as a practicing lawyer, legal academic, or experience in a Juris Doctor-required or -advantaged specialty field. Examples include experience as a litigator, legal publishing instructor or representative, court intern, etc.
 2. *Professional Non-Library Non-Legal Experience* refers strictly to those specialty fields requiring an academic degree. i.e., a professional librarian who worked three years in the book trade might be credited with one year. Examples of potentially relevant non-library experience may include non-legal related experience, such as teaching, counseling, etc.; or professional business-industrial experience, such as accounting, market research, sciences, data analysis, etc. Fields requiring only a license or certificate do not apply. Relevant experience is counted on a ratio of three-to-one.
 3. *Non-Professional Library Experience*: To gain credit for non-professional library experience, it must be established that 60 percent of the work performed was of professional library stature, i.e. as an academic, law firm, court, and/or public librarian. Relevant experience is counted on a ratio of four-to-one.
- c. **Time In Rank:** In addition to Experience requirements, candidates must meet minimum time in rank at FIU Law Library. Professional experience at other institutions, or experience in other ranks, never affects the time in rank requirement.

SPECIFIC CRITERIA FOR PROMOTION BY RANK

Ranks of FIU Law Library Faculty parallel those of other members of University Faculty: Assistant, Associate, and University Librarian.

The following minimum requirements are used for promotion consideration for law librarians. Attainment of rank is not based solely on years of satisfactory performance, nor is it a matter of merely completing a checklist of requisite activities, achievements, or products. Rather, there must be a documented record of effectiveness in performance, including demonstration of professional expertise. The requirement for time in rank at FIU Law Library allows candidates sufficient opportunity to develop a body of work that establishes a professional career trajectory worthy of consideration for promotion. Promotion follows a progressive continuum from Assistant to University Librarian; promotion requests that involve skipping a rank will be denied.

PROMOTION FROM ASSISTANT LAW LIBRARIAN TO ASSOCIATE LAW LIBRARIAN

To be considered for promotion to the rank of Associate Law Librarian the candidate shall have:

- a. Earned a Master's degree from an American Library Association accredited program.
- b. Completed, by the end of the current contract year, sixty (60) months as a professional librarian, with a minimum of twenty-four (24) months in rank at FIU Law Library at the time of turning in the promotion application.

- c. Commensurate with current rank and pursuant to their unique Job Description, developed and established their **Core Competencies** of law librarianship.
- d. Commensurate with current rank and pursuant to their unique Job Description, fulfilled the following criteria:
 - 1. In **Professional Practice**: Established a documented record of effective performance which shows increasing responsibility and continuing growth, as shown in the Annual Review; and
 - 2. In **Research and Scholarship**: Made continuing contributions in scholarship and research;
 - 3. In **Instruction**: Developed materials and engaged in teaching activities through a documented record of teaching, workshops, and presentations; and
 - 4. In **Service and Outreach**: Demonstrated effective and constructive participation in service to the FIU Law Library, FIU College of Law and University, profession, and the community.

PROMOTION FROM ASSOCIATE LAW LIBRARIAN TO UNIVERSITY LAW LIBRARIAN

To be considered for promotion to the rank of University Law Librarian the candidate shall have:

- a. Earned a Master's degree from an American Library Association accredited program.
- b. Completed, by the end of the current contract year, one hundred and eight (108) months as a professional librarian with a minimum thirty-six (36) months in rank at the FIU Law Library at the time of turning in the promotion application.
- c. Commensurate with current rank and pursuant to their unique Job Description, developed and established their **Core Competencies** of law librarianship.
- d. Commensurate with current rank, and pursuant to their unique Job Description, fulfilled the following criteria:
 - 1. In **Professional Practice**: Established a documented record of effective performance which shows increasing responsibility and continuing growth, as shown in the Annual Review; and
 - 2. In **Research and Scholarship**: Made continuing contributions in scholarship and research;
 - 3. In **Instruction**: Developed materials and engaged in teaching activities through a documented record of teaching, workshops, and presentations; and
 - 4. In **Service and Outreach**: Demonstrated effective and constructive participation in service to the FIU Law Library, FIU College of Law and University, profession, and the community.

SPECIFIC CRITERIA FOR FIU LIBRARIES HOME DEPARTMENT DUAL APPOINTMENTS

When evaluating a Dual Appointment with FIU Libraries as the Home Department, the Criteria in the FIU Libraries' Promotion and Evaluation Manual will be undertaken with activities and contributions to law librarianship, as provided in the Dual Appointment's Job Description and Annual Assignments, considered with the same weight as outside-of-law librarianship activities and contributions.

SPECIFIC CRITERIA FOR FIU LAW LIBRARY HOME DEPARTMENT DUAL APPOINTMENTS

When evaluating a Dual Appointment with FIU Law Library as the Home Department, the Criteria in the FIU Law Library's Evaluation and Promotion Manual will be undertaken with activities and contributions to outside-of-law librarianship, as provided in the Dual Appointment's Job Description and Work Plan.

B. DOCUMENTATION FOR PROMOTION

GENERAL APPEARANCE OF FILE

Candidates for promotion should prepare and present for consideration a complete, well-organized, well-documented, and clear application file. FIU Law Library Faculty promotion application and review process is conducted fully online, via Panther180 or equivalent FIU-based system at the time of application.

REQUIRED DOCUMENTATION

Applications for promotion must contain:

CANDIDATE STATEMENT

A brief, two or three-paragraph summary outlining the candidate's background, education, professional licenses, work experience, research/scholarship focus and/or interest, grants or external funding, contributions to the profession, and service and outreach. This Statement should be written in the third person. This Statement should be provided to the Dean of FIU College of Law when the promotion file is submitted.

RESUMÉ

A current resumé or curriculum vitae reflecting the professional body of work of the candidate and providing embedded links as relevant to digital content. Formatting modernization and creativity is encouraged.

CRITERIA STATEMENTS

Each Criteria shall be addressed in individual Statements, with supporting evidence as described below. Statements + Documentation⁷ should be no more than two pages per Criteria for a total of no more than ten (10) pages. Candidates should use their individual responsibilities, Annual Review Goals and Work Plans, and priorities in addressing each Criteria and providing Documentation.

DOCUMENTATION

Candidates for promotion must provide details regarding how they are developing or have achieved the Core Competencies of law librarianship as described in this Manual. Developing and achieving these Competencies are an essential foundation to demonstrating excellence in each Criterion.

Professional Practice

Candidates should exhibit a documented record of professional development. Required documentation includes:

- Annual Goals and Work Plans
- Annual Report

⁷ Documentation references/citations. The primary sources of the Documentation may be appended to the File, or incorporated by reference to their digital source, whether online or in Panther180 or other system.

- Performance Evaluation

Other documentation may include, but is not limited to:

- Transcripts for coursework undertaken,
- Certificates of attendance at workshops,
- Copies of diplomas,
- Summaries of professional meetings,
- Records of reports given to library groups, and/or
- Other lists/examples of contributions and measures of impact.

Research and Scholarship

All research and scholarship should be listed and documented in the File.

Instruction

Innovation and excellence in the provision of instructional services is a core aspect of law librarianship. A candidate needs a statement of their teaching philosophy, pedagogic innovations and accomplishments, techniques for encouraging student learning, use of assessment instruments, and pedagogic practice. This Statement and Documentation should include:

- Evidence that the Candidate has leveraged modern instructional pedagogical techniques and technologies, including and highlighting those unique to legal education and law librarianship.
- Any classroom innovations, contributions to student advising, and contributions to the instructional techniques of FIU College of Law should be included.
- Any instructional materials developed and utilized in instruction practice should be included.
- If available, student and peer evaluations may be included.
- Any awards or relevant honors for instruction should also be included.
- Where the Candidate has research or scholarship relevant to instruction, a statement regarding how those items relate to and/or improves the Candidate's instructional services.

Service and Outreach

A statement describing the candidate's approach to departmental, College of Law, University, and national service needs to be included and evidenced via Documentation. Service and Outreach opportunities as guided by the Candidate's Job Description and Annual Review responsibilities are manifold. The Statement and Documentation explains how the candidate chooses to focus on particular service and outreach opportunities and the relative allocation of time amongst FIU Law Library, FIU College of Law, the University, and external service. Example Documentation includes letters of appointment to committees, summaries of committee work, summaries of activities, rosters of officers, ballots or letters of nomination, election, or appointment, letters of appreciation, and lists of individual activities/contributions.

C. PROMOTION REVIEW PROCESS

RESPONSIBILITIES OF PARTICIPANTS

Each participant in the Promotion process has unique responsibilities. Due to the unique Criteria applied to law librarians, it is imperative that these participants understand and apply these Criteria as delineated in this Manual.

FIU LAW LIBRARY FACULTY

Each law librarian should apprise themselves of the guidelines, policies and procedures for Annual Review and Promotion as provided in this Manual. The law librarian should engage in a continuous consultation with the Director of the Law Library or supervisor regarding their engagement and fulfillment of individual responsibilities, as reflected through their Job Description and Annual Work Plan. This engagement should be reflected via documentation submitted to the Panther180 or similar portal.

Similarly, colleagues of the Candidate, as members of the FIU Law Library Faculty, should create and maintain an environment supportive of law librarianship excellence and collegiality. Each law librarian should contribute to their colleagues' growth in the profession, participation in strategic goal setting and achievements, and enhancement of their colleagues' fulfillment of the Criteria in keeping with their unique roles at FIU Law Library, FIU College of Law, the University, and the profession in general.

DIRECTOR OF THE FIU LAW LIBRARY

The Director of the FIU Law Library's role is as colleague and administrator, providing ongoing advice, counsel, direction, evaluation, appraisal, and resources that assist the Candidate's efforts. As provided for in this Manual, this role includes the Annual Review evaluative process, as well as on-going encouragement of their FIU Law Library Faculty colleague's growth in the profession. The Director is responsible for informing law librarians of their eligibility for promotion and appointment to the Promotion Committee during their Annual Performance Evaluation.

PROMOTION COMMITTEE

A minimum of three (3) members of the FIU Law Library Faculty serve on the Promotion Committee. The Committee elects a chair from their membership.

Committee members who are not eligible to review a Candidate include: direct supervisors of the Candidate and those with personal relationships as defined by FIU Division of Human Resources' nepotism policy.

ROTATION

FIU Law Library Faculty will rotate in time-in-rank order, starting with the FIU Law Library Faculty with most years as University Law Librarian, and ending with the Associate Law Librarian with least years in rank, for their potential appointment to the Committee. This rotation occurs every two years. Each law librarian will be notified of their rotation and Committee appointment during their Annual Review and Assignment.

If the FIU Law Library Faculty cannot fulfill their rotation responsibility, the next in line for rotation will take their place.

SPECIAL CIRCUMSTANCE – NUMBER OF VOTES

In the event that there are less than the requisite number of FIU Law Library Faculty to vote pursuant to the FIU Tenure and Promotion Manual's requirements for non-tenure faculty promotion,⁸ the Candidate can choose to either:

1. suspend their application until there are the requisite votes, or
2. permit an FIU Libraries librarian with the same or higher rank and with similar Job Description and responsibilities to serve as a third voting faculty, or
3. permit an FIU College of Law Faculty with tenure or tenure-track or Lecturer rank to serve as a third voting faculty,

unless the Candidate is a Dual appointment, in which case they can additionally choose to permit the appointment of an FIU Libraries Librarian as a member of the Committee pursuant to section Dual Appointments, below.

If the Candidate chooses to suspend their application, any promotion achieved will be back-dated to the year of the application.

If the Candidate chooses to permit an FIU Libraries Librarian with the same or higher rank and with similar Job Description and responsibilities, the Candidate must provide a list of three (3) FIU Libraries Librarians in accordance with the Schedule. From this list, the Dean of FIU Libraries and Director of the FIU Law Library will select two (2) FIU Libraries Librarians and submit their names to the Candidate. The Candidate then selects which FIU Libraries Librarian serves on the Promotion Committee, and the remaining Librarian serves as alternate.

If the Candidate chooses to permit an FIU College of Law Faculty with tenure or tenure-track or Lecturer rank to serve as a third voting faculty, the Candidate must provide a list of three (3) FIU College of Law Faculty in accordance with the Schedule. From this list, the Dean of FIU College of Law and Director of the FIU Law Library will select two (2) FIU Law Faculty and submit their names to the Candidate. The Candidate then selects which FIU College of Law Faculty serves on the Promotion Committee, and the remaining Faculty serves as alternate.

DUAL APPOINTMENTS

Any Dual Appointment with home department of FIU Law Library may permit an FIU Libraries Librarian with the same or higher rank and with similar Job Description and responsibilities to sit as a member of the Promotion Committee. If the Candidate chooses to permit an FIU Libraries Librarian with the same or higher rank and with similar Job Description and responsibilities, the Candidate must provide a list of three (3) FIU Libraries Librarians in accordance with the Schedule. From this list, the Dean of FIU Libraries and Director of the FIU Law Library will select two (2) FIU Libraries Librarians and submit their names to the Candidate. The Candidate then selects which FIU Libraries Librarian serves on the Promotion Committee, and the remaining Librarian serves as alternate. The FIU Libraries Librarian appointed to the Promotion Committee pursuant to this part serves as an additional

⁸ Three (3) FIU Law Library Faculty with rank of Associate or University Law Librarian, or as currently provided in the FIU Tenure and Promotion Manual.

member of the Promotion Committee unless this appointment is made pursuant to the Special Circumstance – Number of Votes section above.

Any Dual appointment with the home department of FIU Libraries may obtain a letter of support from the Director of the Law Library, as encouraged by the FIU Tenure and Promotion Manual, or the Dean of the College of Law.

DEAN OF FIU COLLEGE OF LAW

As the chief academic and administrative officer of FIU College of Law, the Dean must ensure that appropriate annual reviews and appraisals are conducted in a fair and timely manner, that assignments are made appropriately and fairly, and that FIU Law Library is fulfilling its and the College of Law's missions and responsibilities. The Dean is responsible for providing an annual evaluation of the Director of the Law Library and for FIU Law Library Faculty members assigned primarily to administrative posts within the FIU College of Law. In addition to considering other aspects of the Director's or FIU Law Library Faculty with administrative post's responsibilities, such an evaluation should consider how well they are performing their responsibilities on advisement, evaluation, and facilitation of Candidates' promotion.

In assessing a Candidate's application for promotion, the Dean of FIU College of Law should consider their annual evaluations, the recommendation of the Director of the Law Library when provided in accordance with the FIU Tenure and Promotion Manual,⁹ and the recommendation of the Promotion Committee. The Dean should conduct this assessment using their professional judgment and utilizing the Criteria found in this Manual. The Dean must reach a decision regarding the Candidate within 30 days of receiving all preceding recommendations. The Dean's evaluation is based solely on the file.

When the Dean has reached a decision, a detailed written statement explaining their recommendation and the strengths and weaknesses of the Candidate should be uploaded to the Candidate's promotion file. A notification will be sent to the Provost, Committee chairperson, Director of the Law Library, and the Candidate. The Director of the Law Library shall discuss the Dean's recommendation and written statement with the Candidate.

SCHEDULE

It is the responsibility of the Director of the Law Library to distribute a promotion schedule that conforms to the tenure and promotion schedule provided by the FIU Office of Academic Affairs, usually in February of each Calendar year. This responsibility only applies to those years in which there is a Candidate eligible for promotion.

PROCEDURES

The Promotion Process occurs in the following order, with precise dates furnished in accordance with the schedule established by the FIU Office of Academic Affairs.

1. After the FIU Office of Academic Affairs announces a timetable for the promotion process, the Director of FIU Law Library issues a memorandum inviting law librarians to apply for promotion.

⁹ When the Director of the Law Library is one of only three eligible voting FIU Law Library Faculty, the Director votes and submits a letter to the Dean of the College of Law on behalf of the Committee of three. In all other cases, the Director of the Law Library does not vote and writes an independent evaluation and recommendation of the Candidate.

2. Applicants formally announce their candidacy by sending notification, via memorandum of intent to apply, to the Dean of the FIU College of Law and the Director of the FIU Law Library, with copy to FIU Law's Human Resource Liaison. For Dual Appointments wishing to permit the vote of an FIU Libraries Librarian faculty, the memorandum of intent shall so state that permission and additionally address the memorandum to the Dean of FIU Libraries.
3. As applicable pursuant to the section Special Circumstance – Number of Votes, this memorandum of intent shall include a statement regarding the Candidate's choice whether to suspend their application or permit the appointment of similarly-ranked faculty as provided in that section.
 - a. If the Candidate suspends their application, their application remains in the Panther 180 system until the following year. If the requisite votes still are not available in the following year, the Candidate must then permit the appointment of similarly-ranked faculty as provided in the section Special Circumstance – Number of Votes.
 - b. If the Candidate permits the appointment of a similarly-ranked faculty, the procedures of the section Special Circumstance are followed. The relevant administration has two weeks to make their selection, and the Candidate has one week thereafter to provide their selection and inform those to whom their memorandum of intent was addressed via a supplemental memorandum.
4. The Director of the FIU Law Library provides the Dean of FIU College of Law with the names of the FIU Law Library Faculty who will serve on the Promotion & Merit Committee. The Committee meets and elects a Chair, and notifies the Director of the FIU Law Library.
5. Candidates create their promotion files in Panther 180.
6. Candidates submit their promotion files to the Dean of the FIU College of Law at which time their receipt is recorded.
7. The Director of FIU Law Library notifies the Promotion Committee Chair of the availability of the promotion file for review.
8. The Chair of the Promotion Committee convenes the Committee and delivers the Committee charge; the Dean of the FIU College of Law or Director of FIU Law Library is invited to address the Committee concerning the promotion process and timetable.
9. The Promotion Committee undertakes their review of the Promotion File.
10. The Promotion Committee Chair forwards its recommendation to the Dean of FIU College of Law for review. This recommendation becomes part of the File.
11. The Director of the FIU Law Library forwards their recommendation to the Dean of FIU College of Law for review. This recommendation becomes part of the File.
12. The Dean of the FIU College of Law reviews the Promotion File, including all recommendations in keeping with their Responsibilities as provided for in this Manual and the FIU Tenure and Promotion Manual. The Dean must reach a decision regarding the candidates within 30 days of receiving the File.
13. The Committee vote and written evaluation is released for the Candidate to view three (3) calendar days thereafter.
14. The Dean of the FIU College of Law informs the Director of the FIU Law Library regarding their decisions.
15. The Director of the FIU Law Library advises each candidate of recommendations for or against promotion.
16. The Dean of the FIU College of Law forwards their recommendation to the Provost /Executive Vice President. This recommendation becomes part of the File.
17. The Director of FIU Law Library notifies supervisors, and the Chair of Promotion & Merit Committee of the recommendations.
18. Provost/Executive Vice President reviews the files and submits recommendations to President.
19. Presidential review is completed, including notification of their decision to the Candidate.
20. The Dean of the FIU College of Law announces to the FIU Law Library staff the names of those promoted.

21. Promotion files are retained by the Academic Affairs Office for two months following the promotion decision.
22. Promotion files are retained by the FIU College of Law.

VII. PROFESSIONAL DEVELOPMENT

To support FIU College of Law's expectation that its FIU Law Library Faculty will be productive professional law librarians, professional development benefits are provided as follows.

A. PROFESSIONAL DEVELOPMENT LEAVE

Pursuant to FIU Policy Number 1710.260, FIU Law Library Faculty are entitled to Professional Development Leave. Law librarians must follow the annual application process as defined by the Office of the Provost in the annual Call for Professional Development Leave Applications.

B. RESEARCH GRANTS

The FIU College of Law will provide research grants to qualifying members of the FIU Law Library Faculty, if budget permits. Requests for research grants can be made in conjunction with applications for professional development grants from law librarian or other professional organizations, or grant applications. Law Librarians shall submit their request for a research grant in a timely manner to the Director of the Law Library and Dean of FIU College of Law. The request must detail the funds requested, the funds' purpose, research project, anticipated work requirements, and benefits to FIU Law Library and/or FIU College of Law and/or the law librarian profession.

C. TRAVEL

FIU Law Library Faculty are provided travel funding through the annual FIU Law Library budget allocation as approved by the Dean of FIU College of Law. Travel fund requests are made to and approved by the Director of the Law Library, budget permitting.

VIII. COMPENSATION

Law librarians can receive performance-based or merit-based compensation to increase their base salary via several methods as provided for by FIU Human Resources and Academic Affairs' procedures and protocols. The Annual Review and Evaluation provides the evidence for these performance-based or merit-based increases. Additionally, any administrative appointment may come with compensation benefits.

The Dean of the College of Law establishes a points system for providing bonus awards for completion of activities fitting the Criteria, such as number of courses taught, number of publications and in which formats, number of service activities/committee participation, etc.; this award system is published at the end of the fiscal year by the Dean's office. It is in the Dean's sole discretion to determine the basis for these awards and provision of these awards; all awards are provided where budget allows.

IX. GRANDPARENT CLAUSE

The following University Law Librarians shall be evaluated according to their Job Descriptions and Administrative Appointments, as the Criteria established herein were established many years after their hire as University Law Librarians. In their Annual Review, these University Law Librarians can utilize the Criteria to organize their Annual Reports.

Incumbent University Law Librarians are:

- Lisa Davis, hired 2013
- Marisol Florén-Romero, hired 2005
- Pushymitra Veeramachaneni, hired 2008

X. FORMS

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A. WORK PLAN

WORK PLAN TEMPLATE

YYYY-YYYY FNAME LNAME

ANNUAL GOALS

Instructions: Copy/paste the Annual Goals below, and emphasize in **bold font** which Goals are the focus of this Work Plan.

SAMPLE:

Library Services	Collection Services	Digital Initiatives & Scholarly Communication	Special Collections
<ul style="list-style-type: none">• Research & Reference• Instruction• Guides & FAQ• Outreach• Affordability Counts• Fulfillment (circulation & inter-library loan)• Patron Support	<ul style="list-style-type: none">• Materials Acquisition• Collection Development	<ul style="list-style-type: none">• Web-based and Digital Resources• Scholarly Impact• Reputation and Ranking Initiatives• Publishing• Digital Curation and Metadata Management	<ul style="list-style-type: none">• Management and Preservation• Access• Unique Collections

SCOPE

With supervisor's guidance, describe and rank, as applicable, each Goal and proposed method of achievement. Use this list to create individual sections for each Goal:

1. Goal #1
2. Goal #2

GOAL #1

Detailed description

CRITERIA DETAILS

Mark with an "X" which Criteria the Goal will achieve and briefly describe the methodology below.

Professional Practice
Instruction

Research and Scholarship
Service

[INSERT DOCUMENT TITLE]

1

ADDITIONAL TASKS

Anything else not incorporated in the Goals. May include activities to consider for professional development, technology competency, path to promotion, etc. Elements should be tied directly to a Criteria.

NOTES

Anything else.

[INSERT DOCUMENT TITLE]

2

B. MID-YEAR REVIEW

MID-YEAR REVIEW TEMPLATE

YYYY-YYYY FNAME LNAME • WORK PLAN MID-YEAR REVISION

Instructions: Copy/paste the Work Plan, adding in the Comment sections and making edits to the Work Plan as needed.

ANNUAL GOALS

Instructions: strike-through Goals that are no longer going to be achieved based on the Mid-Year Review. Add or edit Goals in **BOLD ALL CAPS**.

SAMPLE:

Library Services	Collection Services	Digital Initiatives & Scholarly Communication	Special Collections
<ul style="list-style-type: none">• Research & Reference• Instruction• Guides & FAQ• Outreach• Affordability Counts• Fulfillment (circulation & inter-library loan)• Patron Support	<ul style="list-style-type: none">• Materials Acquisition• Collection Development	<ul style="list-style-type: none">• Web-based and Digital Resources• Scholarly Impact• Reputation and Ranking Initiatives• Publishing• Digital Curation and Metadata Management• TAG LIBGUIDES WITH SUBJECTS	<ul style="list-style-type: none">• Management and Preservation• Access• Unique Collections

SCOPE

Update list as needed.

1. Goal #1
2. Goal #2

MID-YEAR REVIEW COMMENTS

Describe reason(s) for altering Goals, as applicable.

GOAL #1

Copy/Paste

CRITERIA DETAILS

Mark with an "X" which Criteria the Goal will achieve and briefly describe the methodology below.

[INSERT DOCUMENT TITLE]

1

Professional Practice
 Instruction

Research and Scholarship
 Service

MID-YEAR REVIEW COMMENTS

Describe reason(s) for altering Goal, as applicable.

ADDITIONAL TASKS

Anything else not incorporated in the Goals. May include activities to consider for professional development, technology competency, path to promotion, etc. Elements should be tied directly to a Criteria.

MID-YEAR REVIEW COMMENTS

Instructions: Add additional tasks, remove, provide comments, etc.

NOTES

Copy/Paste from Work Plan.

MID-YEAR REVIEW ADDITIONAL COMMENTS

Anything else.

[INSERT DOCUMENT TITLE]

2

ANNUAL PERFORMANCE EVALUATION

YYYY-YYYY FNAME LNAME

INTRODUCTION

Use this section for general comments

RATINGS

Exemplary Performance:

Professional Performance:

Unsatisfactory Performance:

CORE COMPETENCIES

Rating:

Comments:

PROFESSIONAL PRACTICE

Rating:

Comments:

RESEARCH & SCHOLARSHIP

Rating:

Comments:

[INSERT DOCUMENT TITLE]

1

INSTRUCTION

Rating:

Comments:

SERVICE & OUTREACH

Rating:

Comments:

ADDITIONAL COMMENTS

Overall Rating:

Comments:

PROMOTION STATUS

[INSERT DOCUMENT TITLE]

2

ADDITIONAL TASKS

Anything else not incorporated in the Goals. May include activities to consider for professional development, technology competency, path to promotion, etc. Elements should be tied directly to a Criteria.

NOTES

Anything else.

[INSERT DOCUMENT TITLE]

2