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Cornell University Library

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**Final Report to the Academic Assembly for 2003/2004  
Academic Personnel Policy Committee**

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Susan Currie  
Susan Greaves  
Susan Markowitz, Ex Officio  
Patrizia Sione  
Elaine Westbrook, Chair

## EXECUTIVE SUMMARY

Despite the fact that the Academic Personnel Policy Committee took on four new members, it managed to be a productive committee. The committee responded to two specific requests to clarify information about Procedure #28 *Evaluation Procedures for Academic Staff* and Procedure #31 *Grievance Procedures*. These requests led the committee to take on the review of a number of issues related to the Procedure #28 and 31 as well as the Parental Leave Policy.

A large percentage of time was spent drafting a consulting policy that will define what it means to be a consultant in the CUL. Guidelines and procedures were drafted to ensure that consultants are not engaged in activities that become a conflict of interest. Although this policy is not complete, it provides the only CUL documentation and serves as a draft document that should be revised and enhanced by future committees.

Finally, the committee sent representatives to the Hearing on Non-Tenure Track Faculty (NTTF) and participated in CUL Professional Development Week. APPC sponsored the Librarian promotion panel that consisted of Susan Markowitz and two staff who made up the promotion review boards that are appointed by APPC. The panel was moderated by the chair of APPC.

## REPORT

### 1. Membership

Second year members are Elaine Westbrook (Chair) and Lynn Brown (replacing Brandy Kreisler). First year members are Susan Currie, Susan Greaves, and Patrizia Sione. The Ex Officio member is Susan Markowitz and the Steering Committee liaison is Xin Li. The committee met monthly throughout the academic year.

### 2. CUL Procedure #31 - Grievance Procedure

- a. The APPC compared the University Policy 6.2.10 *Establishment of College-level Academic Employees Grievance Procedures* to CUL Procedure #31 *Grievance Procedure for Academic Staff*.

The CUL *Grievance Procedure for Academic Staff* holds up very well since it was created in 1997. The biggest difference between the two documents is the fact that the CUL is much more explicit regarding time:

- A complainant has one calendar year to file a grievance;
- The recipient of the grievance shall reply to the complainant in writing within fifteen days;
- If the response is unsatisfactory the complainant can have the grievance submitted to the grievance committee within fifteen days; and
- The Grievance committee shall submit its written recommendation within twenty days.

In addition, the CUL policy is more explicit about the composition of the committee. The procedure outlines how each member of the committee is selected. Although the CU policy lacks the specificity of the CUL policy regarding time and committee composition, it does a particularly good job of articulating the responsibilities of the grievance committee. In addition, the CU policy goes into more detail regarding the committee's role in grievance resolution.

With the observations in mind, the committee agreed that CUL *Grievance Procedure for Academic Staff* is adequate as it stands.

- b. In response to a query about grievance procedure and the appeal process, the APPC drafted and sent a brief statement to the interested party on December 16, 2003. In effect, committee concluded that Procedure #31 adequately addresses the grievance and appeal process when a

librarian is not promoted as well as when a librarian's contract is not renewed.

3. **CUL Procedure #28 *Evaluation Procedures for Academic Staff and Staff Skills for Success***

In October, 2003, a library supervisor wrote to the Steering Committee of the Academic Assembly inquiring as to whether the university's Staff Skills for Success Program applies to academics, specifically whether the guidelines for performance review in Staff Skills for Success are to be used in evaluating the performance of academic staff. This question was referred to the Standing Committee on Academic Personnel Policy for their consideration and response.

APPC has been charged with the responsibility of determining whether or not the university's Staff Skills for Success Program applies to academics. To be specific, the committee examined the guidelines for performance review in Staff Skills for Success to see if they are to be used in evaluating the performance of academic staff in place of CUL Procedure 28: *Evaluation Procedures for Academic Staff*.

On February 27, 2004 the chair sent a memo to librarians and archivists that that explained that the CUL Procedure 28: *Evaluation Procedures for Academic Staff* is the definitive procedure guiding the annual performance review process for librarians and archivists, not the Staff Skills for Success.

4. **Hearing on Non-Tenure Track Faculty (NTTF)**

APPC sent a CUL representative to attend the open meeting to discuss the *Interim Report of the ad hoc Committee of the Faculty Senate established to study the status of Non-Tenure Track Faculty (NTTF)* on November 6, 2003.

5. **Cornell University Academic Parental Leave Policy**

The CUL Committee on Academic Personnel Policy has reviewed the latest draft of the Cornell Academic Parental Leave policy that was revised by the Vice Provost for Land Grant Affairs and Special Assistant to the President in November, 2003. APPC found no substantive conflicts between the latest version of the Parental Leave Policy and the newly adopted CUL policy.

6. **Promotion Review Board Membership**

APPC nominated members to the promotion review boards in June

2004. In July 2004 the membership recommendations will be sent to Sarah Thomas.

**7. Promotion Orientation**

APPC and the CUL Office of Human Resources held its annual Promotion Orientation panel during Professional Development Week on May 11, 2004. It is customary for the APPC chair to moderate a panel of individuals best able to discuss promotion procedures and provide guidance to help librarians and archivists understand the process. The chair of the 2003 Promotion Review Boards for Associate Librarian, The chair of the 2003 Promotion Review Board for Librarian, the Head of Human Resources, and a supervisor addressed the most important issues to help attendees understand how the promotion boards are created, the evaluation process, timelines, and the creation of the submission package/portfolio. The session was attended by over twenty-five librarians and archivists and was well received.

**8. CUL Consulting Policy**

APPC drafted the beginnings of a policy that will set the guidelines and procedures that librarians and archivists should follow when engaging in consulting activities. The committee's final draft is by not complete. For now it has been passed on to Lee Cartmill for review. Due to the complexity and importance of this policy, it will be referred to the library management team.

**9. Carryover Business**

It has been requested that APPC review and revise CUL Procedure #28 "Evaluation Procedures for Academic Staff" in relation to Staff Skills for success in the coming year.