

UB-VI-1.13, Policy on Post-Permanent-Status Review of Library Faculty

Approved by LFS 3-6-2025

Reviewed by Attorney General, 9/10/2026

Approved by President, 10/19/2026

Effective July 1, 2027

I. Purpose The Post-Permanent-Status Review (PPSR) process for library faculty at the University of Baltimore is designed to ensure that permanent status librarians continue to contribute meaningfully to the library's mission. It is intended primarily as a formative process, focusing on job performance, service, professional development, and achievements.

II. Scope Upon adoption of this Policy by the Library Faculty, all librarians who have achieved permanent status will undergo a comprehensive review every five (5) years, based on the criteria set for their current rank as outlined in Section 2 and Section 4 of VI-1.12 – UB Librarian Policy on Promotion and Permanent Status, as approved by the Library Faculty Senate eff. Mar. 24, 2015 (“P&PS Policy”). A promotion review substitutes for the PPSR and resets the review cycle.

III. Review Process

1. Review Frequency

- Reviews will be conducted every five (5) years from the date of receiving permanent status, the last PPSR, or the last promotion review.
- Written requests for deferrals will be considered in extenuating circumstances. Deferral requests must be submitted to the librarian’s Director by **July 1** in the fiscal year of the required review. The Director must approve or deny the deferral request in writing delivered to the librarian by **July 15**.

2. Review Sequence

- The appropriate Library Director will maintain the schedule and notify librarians of the review by **July 1** in the fiscal year of the required review.
- Each librarian up for review shall submit a dossier by **August 15** covering the period since the date of receiving permanent status, the last PPSR, or the last promotion review.
- The dossier will include:
 - the librarian’s current resume;
 - a short one-to-two-page self-assessment incorporating a narrative of publication, presentation, learning, and service activities in the review period; and
 - representative materials to demonstrate major accomplishments in the review period, adhering to the criteria outlined in Section 4 of the P&PS Policy.
- The Library Director shall, by **August 20**:
 - confirm receipt of the dossier in writing to the librarian;
 - add to the dossier the librarian’s position description and annual evaluations for the period under review; and
 - make the librarian's dossier available for use by the Chair of the LRC and by LRC members under secure and confidential conditions. All parties are responsible for maintaining the security and confidentiality of these materials.
- The Chair of the LRC shall forward a copy of the resume from the dossier to the librarian’s immediate supervisor who will review and submit a letter outlining the

librarian's achievements and performance during the review period by **September 1**. The supervisor's letter becomes part of the dossier.

- The LRC shall complete its evaluation and reach a determination based on majority vote by secret ballot. Each LRC member will vote that the librarian either Meets Expectations or Does Not Meet Expectations. The LRC shall notify the Library Director in writing of the Committee's determination. The notification along with the dossier shall be sent to the Library Director by **November 15**. A copy of the LRC's determination shall also be sent to the librarian by **November 15** and becomes part of the dossier.
- The Library Director receives the dossiers and evaluates each. They shall notify the librarian in writing of their determination (Meets Expectations or Does Not Meet Expectations) by **December 15**. The letter becomes part of the dossier.
 - 1. The librarian shall be afforded the opportunity to provide a written response to the letter from the Library Director. Any such response must be submitted to the Library Director by **January 15** and becomes part of the dossier.

IV. Review Outcome

1. Reviews will result in an outcome of Meets Expectations or Does Not Meet Expectations.
 - Either outcome provides the opportunity for meaningful feedback and guidance from the LRC.
 - If the outcome is Does Not Meet Expectations, the following corrective steps will be taken:
 1. The librarian and their supervisor will collaboratively develop a corrective action plan.
 2. The plan will include specific goals and progress monitoring mechanisms at fixed intervals.
 3. The corrective plan must be signed by the librarian and their supervisor by **March 15**.
2. If a librarian wishes to appeal the review outcome, the appeal should be submitted in accordance with the University of Baltimore Faculty Grievance Procedures.

V. Completion and Record-Keeping Upon completion of the review, the applicable Library Director will archive the PPSR documentation in accordance with appropriate records retention procedures.

This structured process promotes professional development and ensures that the contributions of permanent-status librarians align with the institution's academic and service goals.