

twelve-month period. If these conditions are not met, an administrator may forfeit his/her faculty status and tenure in the teaching unit.

Faculty appointments may be made conterminously with an administrative appointment and therefore have no implication of tenure. The same procedures for appointment are those outlined in section 7 of the *Faculty Manual*.

A recommendation involving the faculty rank of an administrative officer or a member of the staff (for example, appointment, reappointment, promotion in rank, and appointment with tenure), shall be processed in the same way as any recommendation relating to full-time faculty members.

j. Affiliate Faculty

An affiliate faculty appointment recognizes a formal arrangement between a faculty member and a department or teaching unit outside that of the faculty member's primary appointment. Ordinarily, only tenured faculty members are eligible for such an appointment. Individual faculty members are encouraged to initiate informal discussions regarding a possible cross-unit affiliation with the heads of both the primary and proposed affiliation units.

An affiliate faculty appointment must be supported by a written affiliation agreement which describes the responsibilities and benefits of the affiliate agreement as well as its resource implications, if any. The extent to which the faculty member will participate in the governance of the affiliate academic unit must be specified in the affiliation agreement. An affiliate faculty appointment and the related affiliation agreement must be approved by the head of the faculty member's primary teaching unit and the dean as well as by the teaching unit head, rank and tenure committee and dean of the proposed affiliate unit. Final approval of an affiliate faculty appointment will be made by the dean of academic affairs. Review criteria for affiliate faculty appointments will be the potential affiliate's past and/or envisaged contributions to research, teaching, and/or service in the unit where affiliation is sought. It is not necessary that the proposed faculty affiliate have strong credentials or a track record relevant to the proposed affiliate unit so long as there is mutual agreement about the potential for future contributions to the unit's mission. The term of an affiliate appointment may vary from one to three years and may be renewed. An affiliate faculty member will retain academic rank held in the faculty member's primary discipline and may use a title such as "Associate Professor of History and Affiliate Associate Professor of Government".

11. General Criteria Used in Evaluation of Faculty Members

The evaluation of a member of the faculty at the time of initial appointment, at each renewal, and on the occasion of promotion in rank or appointment with tenure, is based

upon his/her actual and potential contribution to the general community of scholars, to students, to the faculty of which the member is a part, and to the University.

The criteria set forth in this section are intended to guide the Committee on Faculty Relations and all others concerned with the evaluation of faculty members. The purpose of these criteria is to call attention to the overall contribution and performance of the faculty member without necessarily implying that equal weight need be assigned to the separate criteria. Individual teaching units may establish and publish criteria more demanding, if consistent with criteria set forth herein.

Occasionally a teaching unit may wish to propose a faculty action that does not fulfill all the criteria for the rank or status involved. The recommendation must be justified on the basis of the exceptional merits of the case and its relation to the mission of the teaching unit. On the other hand, because programmatic needs may change over time, it should be understood that non-renewal of probationary appointments may occasionally occur even when an individual has fulfilled all other criteria for reappointment.

In order that the application of the criteria within a particular teaching unit is clearly understood by all of its faculty members, each teaching unit should engage in a full discussion of the criteria used by its rank and tenure committee for the appointment, retention, and promotion of members of its faculty. Such discussions should involve both the general criteria in this *Manual* and whatever other specific criteria are used by a teaching unit. Moreover, such a discussion should occur at least once a year after the Committee on Faculty Relations has held its annual information meeting for rank and tenure committees, and before the rank and tenure committee begins its review of faculty personnel actions.

a. Educational and Professional Background

It is assumed that a person recommended for appointment to the faculty will have the educational background and the professional experience appropriate to the position proposed. The record should show the completion of requisite academic work and possession of recognized earned degrees attesting to educational background, and an employment and professional history relevant to the teaching field and of sufficient duration to satisfy the requirements of the rank to which appointment is sought.

The University prefers that the members of its faculty be diversified in their educational background and teaching experience, and discourages the appointment of faculty members whose earned degrees have all been obtained at American University.

A person appointed as a Washington College of Law Library faculty member must have earned a law degree or a master's degree in library science (which is the recognized terminal degree in librarianship) from an institution accredited by the American Bar Association or the American Library Association respectively and have the qualities and competencies which indicate the ability to contribute significantly toward the realization

of the Washington College of Law Library's role in the educational programs of the University.

Initial evaluation of a Washington College of Law Library faculty member for renewal of appointment, for promotion in rank, and for appointment with tenure shall be conducted by the Washington College of Law Library Rank and Tenure Committee. Such evaluations shall be based upon the following criteria:

b. Effectiveness in Fulfilling Primary Responsibilities

The quality of the performance of a Washington College of Law Library faculty member in carrying out his/her primary responsibilities will be the chief criterion for an evaluation.

Washington College of Law Library faculty support the educational mission of the University in many ways, and their primary responsibilities vary depending on their particular position within the Washington College of Law Library. They may respond to user information needs by assisting patrons at public service desks, participating directly in classroom instruction, selecting, and acquiring and organizing library materials to make them accessible to the University community, and ensuring that the Library continues to use all appropriate information technology. Some positions include an administrative component. All Washington College of Law Library faculty members must maintain a current awareness of research and technological advances relevant to their library positions and to a broad understanding of academic law librarianship and related disciplines.

c. Creative, Scholarly, and Professional Development

Creative work and production of significant scholarship are essential to effective teaching and academic law librarianship. The University is committed to support and assist in the development of scholarly research. The University and the Washington College of Law also recognizes that professional activities may often constitute a contribution of importance similar to scholarly publications.

Evidence of development, scholarship, and creativity includes the publication of significant scholarly contributions, publication of teaching methodology and materials, public lectures, reviews of books and other materials; participation as a member of an editorial board, on an accreditation committee, or on a similar body of experts; or participation in responsible positions in regional or national professional organizations, creative production and performance, and other professional activity that demonstrates concern with the advancement of the faculty member's discipline.

Scholarship is defined as consisting of original contributions to the author's field of knowledge such as would warrant recognition among scholars and educators in the same field. In applying this governing standard to law library research, it must be noted that law library scholars can find many outlets to pursue their areas of scholarship and research. Interests may range from the highly abstract to eminently practical contributions.

Law library scholars may seek to accomplish a wide range of purposes in their scholarship. Scholarship, in sum, is informed, reflective, analytical, and in some substantial part a personal statement. An excellent annotated bibliography of properly selected titles might be sufficient evidence of law library scholarship. In addition, law library scholarship is typically reflected in articles published in the Law Library Journal, the Legal Reference Services Quarterly and other recognized professional library journals.

Quality of scholarship is not measurable in terms of pages or even numbers of pieces, but instead should be sufficient, in relation to the time spent at the Washington College of Law and Law Library to demonstrate a devotion to intellectual inquiry and scholarly productivity through the person's professional life. Scholarly publications prior to coming to the Washington College of Law may be relevant insofar as they indicate that these qualities are not recently acquired.

d. Contribution to the University

A member of the faculty should actively contribute to the general development of the University. Participation in faculty meetings and committees, and in student organizations and activities, constitutes such contribution. Use of the faculty member's professional skills and training in public service to local communities, professional and scholarly communities, and society at large is also evidence of contribution to the University.

In the evaluation of library faculty members and the application of the criteria enumerated above, proper recognition shall be given to the varied nature of the responsibilities which a library faculty member may assume within the Washington College of Law Library.

Minimal satisfaction of the above criteria does not confer a right to positive personnel action. An outstanding record of creative, scholarly and professional development and of contribution to the University will not compensate for inadequate or average performance of primary responsibilities.

12. Qualifications for Specific Ranks

In addition to fulfilling the general criteria for the evaluation of faculty members described in the preceding section, faculty must meet specific requirements for each rank in order to be appointed to or promoted to that rank. A statement of these qualifications follows.

a. Assistant Law Librarian

Initial appointment to the rank of Assistant Law Librarian does not require prior professional experience, but does assume a record which indicates the likelihood of success in an academic law library environment. Reappointment to this rank is dependent upon the librarian's ability to apply the fundamentals of law librarianship to academic law