



Library Department Advisory Committee (DAC) Stephen B. Luce Library SUNY Maritime College

Mission:

First and foremost, the Library DAC provides advice to the department faculty on matters of reappointment, promotion, tenure, and discretionary salary increases. Second, the DAC help monitor library faculty progress with respect to the areas of 1) Library professional contributions 2) Scholarship 3) Professional and College Service 4) Honors, Awards, and Public Recognition 5) Other Related Activities.

Membership:

1. Shafeek Fazal, Chair (Associate Librarian, tenured)
2. Joseph Williams (Senior Assistant Librarian)
3. Kimmy Szeto (Assistant Librarian)

Responsibilities and Procedures:

1. Elect a chair of the DAC whose responsibility is to oversee the review process and assist faculty member with preparing his/her review file. The department chair is not eligible to be chair of the Library DAC
2. The DAC chairperson shall be elected (or reelected) annually from tenured members of the Library Department. All Library faculty members are entitled to vote
3. Distribute and make sure faculty member is aware of criteria to be used for reappointment, promotion, tenure, and discretionary salary increases
4. Have a method in place to evaluate library faculty scheduled for reappointment, promotion, tenure, and discretionary salary increases
5. The DAC Chair is responsible for notifying candidate(s) well in advance of their next scheduled review meeting. Also, the DAC Chair schedules review meetings in a timely manner that coincides with the College's review process
6. Candidate(s) must submit a performance report (using the Library's approved template) and current curriculum vitae to the DAC members prior to scheduled review meeting
7. All DAC members are required to review candidate's dossier and be prepared to discuss performance and accomplishments as it relates to the review criteria. Voting takes place at review meetings
8. DAC Chair will prepare recommendation letters for the Library Department Chair and for the members of the College's Committee on Appointments and Promotions (CAP)