

Senate Document SD 10-15
(Amends SD 89-4)
(Approved, 4/11/2011)

TO: IPFW Senate
FROM: Faculty Affairs Committee
DATE: March 17, 2011
RE: Recommended change to the Helmke Library P&T Procedure Document (SD 89-4)

Whereas, the Promotion and Tenure Procedures of the Library, namely Procedures for Third-Year Review, are not consistent with SD 88-13 as amended on 3/15/2010;

Be it resolved that the following changes be made to the Library Promotion and Tenure procedures document, as attached.

TO: IPFW Faculty Affairs Committee

FROM: Helmke Library Promotion and Tenure Committee

DATE: October 7, 2010

RE: Recommended change to the Helmke Library P&T Procedure Document (SD 89-4)

Whereas, the Promotion and Tenure Procedures of the Library, namely Procedures for Third Year Review, are not consistent with SD 88-13 as amended on 3/15/2010.

Be it resolved that the following changes be made to the Library Promotion and Tenure Procedures Document, as attached.

Approving

T. Adkins

M. Baden

D. Buhr

M. Codispoti

J. Garrison

S. Johnson

F. Mugambi

P. Sandstrom

S. Skekloff

S. Durrant

Opposed

Absent

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RE: Recommended change to the Helmke Library P&T Procedure Document (SD 89-4)

Whereas, the Promotion and Tenure Procedures of the Library, namely Procedures for Third-Year Review, are not consistent with SD 88-13 as amended on 3/15/2010;

Be it resolved that the following changes be made to the Library Promotion and Tenure procedures document, as attached.

PROCEDURES FOR LIBRARIANS' PROMOTION AND TENURE

PREAMBLE:

IPFW Librarians are part of the Indiana University Libraries system and follow the system-wide procedures and criteria for promotion and tenure, as stated in Indiana University Libraries *Library Faculty Handbook* and approved in Senate Document SD 05-12. ~~These criteria are also stated in Senate Document SD 90-3.~~ With regard to promotion and tenure procedure on the IPFW campus, SD 88-13 (Section 1.3) charges each school/division faculty to approve department/program promotion and tenure committee composition and functions. This document is submitted to the Senate pursuant to SD 88-13, its provisions are subordinate to it, and revisions to it require Senate review.

PROCEDURES:

THE CAMPUS COMMITTEE

The names of all eligible librarians will be placed on a ballot. All tenured and tenure-track librarians will vote for two candidates. Those two librarians who receive the highest number of votes will become the library's nominees for the Campus Committee. A tie vote will be decided by a run-off election. The names of the nominees will be forwarded to the chancellor by the ~~director~~ dean of the library.

THE PRIMARY LIBRARY COMMITTEE

The Primary Library Committee on Promotion and Tenure (henceforth referred to as the Primary Library Committee) will consist of all tenured librarians, excluding the ~~director~~ dean and the candidate(s). If fewer than three librarians are eligible to serve, all of the tenured and tenure-track librarians will submit to the ~~director~~ dean the names of three to five tenured faculty from other IPFW academic departments suitable to serve on the committee. From this list the ~~director~~ dean will solicit and appoint enough faculty to bring the committee membership to a minimum of three.

One tenured librarian will be elected by the committee to serve as chair each year. All members of the committee will vote on tenure and promotion cases. All full-time, tenure-track members of the department shall have the opportunity to review and comment on each case for promotion and tenure at the first meeting.

Cases will be decided according to the Indiana University Libraries system criteria as stated in the Indiana University *Academic Handbook* and in the Indiana University Libraries *Library Faculty Handbook*, and as approved by the Fort Wayne Senate in ~~SD 90-3~~ SD 05-12.

Each member's vote on a case will be openly declared. A simple majority of the ballots cast will constitute a positive recommendation by the Primary Library Committee. The chair will write a recommendation based on the vote. This recommendation will be reviewed and approved by the committee. All committee deliberations and recommendations are confidential and only the committee chair shall report the vote and the recommendation. At the time the case is sent forward to the next level, the chair will inform the candidate in writing of the vote and the recommendation with a statement of the reasons.

The case and the Primary Library Committee's recommendation will be forwarded to the library ~~director-dean~~ for his/her recommendation. The library ~~director-dean~~ will inform the candidate and the Primary Library Committee in writing of his/her recommendation with a statement of the reasons. The ~~dossier-case~~ is then routed in the manner set forth in the Indiana University Libraries *Library Faculty Handbook*.

PROCEDURES FOR THIRD YEAR REVIEW

The Primary Library Committee will initiate a review of non-tenured librarians during the third year of faculty appointment at IPFW. This review will follow the guidelines and format for a promotion and tenure case outlined in the Indiana University Libraries *Library Faculty Handbook* and IPFW documents. The Primary Library Committee via the dean will notify all untenured librarians in the third year of their appointments that a promotion and tenure dossier should be prepared and submitted for the Primary Library Committee's review. This review will occur at the time of the fourth reappointment, that is, for reappointment for the fifth year of the probationary period, normally initiated during February of the third probationary year.

The third-year review has two main purposes. The first is to assist the candidate in the future preparation of a case for tenure and promotion to associate librarian. The second purpose is to provide the dean with faculty input regarding the retention and performance of the candidate prior to the penultimate year of appointment.

The third-year review case will include documentation in the areas of performance, professional development, research and/or creativity, and service. Preferably the case should be presented according to the dossier preparation guidelines in the Indiana University Libraries *Library Faculty Handbook* and IPFW dossier guidelines providing the candidate the opportunity to begin preparing his/her promotion and tenure dossier.

The chair of the Primary Library Committee will, with collaboration and approval of the committee members, submit a written evaluation of the progress of the candidate to the dean and the candidate. The evaluation should be in the form of a memo detailing the opinion of the committee on the documented performance of the candidate in the three areas of performance, professional development, research and/or creativity, and service.

The Primary Library Committee's recommendation regarding progress toward tenure and promotion based on this third-year review shall be considered by all other levels involved in making the reappointment recommendation during the third year.

Upon completion of the candidate's reappointment recommendation, the candidate may request to meet with the Primary Library Committee to receive advice.