Senate Document SD 89-4
(Approved, 9/18/1989)
(Amended & Approved, 10/8/1990)
(Amended & Approved, 3/15/2004)
(Amended & Approved, 4/11/2011)
(Approved, 2/11/2013)

TO: IPFW Senate

FROM: Faculty Affairs Committee
     Marcia Dixson, Chair

DATE: December 13, 2012

RE: Library Promotion and Tenure Procedures

WHEREAS, the dissolution of the Indiana University Libraries system-wide promotion and tenure procedures and criteria will occur in January 2013; and

WHEREAS, IPFW Librarians have prepared and approved a new "Procedures for Librarians Tenure and Promotion" that conforms to the Indiana University *Academic Handbook*, and with Fort Wayne Senate Documents addressing procedures for tenure and promotion; and

WHEREAS, the Faculty Affairs Committee finds the changes to the Librarians' document to be in compliance with SD 88-13;

BE IT RESOLVED, the Librarians document, SD 89-04, be amended as indicated on the attached copy

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Procedures for Librarians' ~~Promotion~~ Tenure and ~~Tenure~~ Promotion

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.~~ IPFW Librarians follow the "Criteria for Tenure and Promotion for Librarians" that conform to the Indiana University *Academic Handbook*, and with Fort Wayne Senate Documents addressing criteria for tenure and promotion.

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 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 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 dean the names of three to five tenured faculty from other IPFW academic departments suitable to serve on the committee. From this list the 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, excluding the dean and the candidate(s), shall have the opportunity to review and comment on each case for ~~promotion~~ tenure and ~~tenure~~ promotion at the first meeting.

In instances in which a case for librarian is before the committee, all tenured and tenure-track librarians may submit to the dean the names of full rank faculty from other IPFW academic departments suitable to serve on the committee. From this list the dean will solicit and appoint enough faculty to have a majority of full rank members to supplement the committee for deliberating and voting on a case for librarian.

~~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 05-12.~~ Cases will be decided according to "Criteria for Tenure and Promotion for Librarians."

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 dean for his/her recommendation. The library dean will inform the candidate and the Primary Library Committee in writing of his/her recommendation with a statement of the reasons. ~~The case is then routed in the manner set forth in the Indiana University Libraries *Library Faculty Handbook*.~~ The case is then routed in the manner set forth in the Promotion and Tenure Timetable promulgated by the Vice Chancellor for Academic Affairs.

Guidelines for Reviews External to IPFW

The librarian is referred to the Office of Academic Affairs (OAA) documents *Best Practices in Procedures for External Reviews in the Promotion and Tenure Process* and *Rationale for Best Practices*. The procedures for preparing for and soliciting external letters should be followed as closely as possible to comply with standard methods used at IPFW.

Advancement in rank

Independent reviews external to the IPFW library unit and IPFW are expected. It is expected that the candidate and library dean will determine the best mix of reviewers for each individual case. Reviewers are expected to be credible sources, and generally at or above the rank the candidate is seeking. All letters should be solicited based on the Best Practices documents as outlined by the OAA. It is the responsibility of the library dean's office to insure that people who have been listed as external reviewers have been contacted and have indicated that they will serve as a reviewer and will be available to do so. The library dean's office will provide external reviewers with the basic materials outlined in the Best Practices documents from the OAA. The candidate will provide relevant items so that the reviewers have sufficient materials to make meaningful judgments against the library's criteria for excellence in librarianship and competence in, professional development, research, and/or creativity; and service. These may include instructional materials (e.g. Course Guides, Web pages, or curricular tools), student and peer assessments, and publications.

The goal for promotion to Associate Librarian should be four to six letters (reviews) that specifically address their excellence in librarianship. Candidates should also have three to four letters (reviews) either from the same six reviewers or additional reviewers that specifically address competence in the secondary areas.

Candidates for promotion to Librarian should have at least six letters (reviews) that specifically address their excellence in librarianship and continued professional growth and achievement. Candidates should also have three to four letters (reviews) either from the same six reviewers or additional reviewers that specifically address a sustained record of competence in the secondary areas.

Copies of the solicitation letters and the letters from the reviewers will be inserted into the candidate's dossier by the library dean's office. The candidate will be notified and provided access to these items.

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,~~ librarianship; 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 (Office of Academic Affairs Memorandum 99-1) providing the candidate the opportunity to begin preparing his/her ~~promotion~~ tenure and ~~tenure~~ promotion 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,~~ librarianship; 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.