

INDIANA UNIVERSITY  
PURDUE UNIVERSITY  
AT FORT WAYNE

Senate Document SD 90-4  
(Approved, 10/8/1990)

The Walter E. Helmke Library  
(219) 481-6514

TO: The Senate  
FROM: IPFW Librarians  
DATE: October 8, 1990  
SUBJ.: Amendment to SD 89-4

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, SD 89-4, "Procedures for Librarians' Promotion and Tenure" contains no description of the procedure for selecting nominees for the campus promotion and tenure committee;

RESOLVED, That the Senate approve the following addition shown in bold face, describing this selection procedure.

**PREAMBLE:**

IPFW Librarians are part of the Indiana University Libraries system and as such must follow the system-wide procedures and criteria for promotion and tenure, as stated in Indiana University Libraries Library Faculty Handbook. These criteria are also stated in FWSD 90-3 (Approved 4/24/1989). With regard to promotion and tenure procedure on the IPFW campus, FWSD 88-13 (Amended 12/12/1988 and Amended and Approved 1/16-1/23/1989) charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.3). This document is submitted to the Senate pursuant to FWSD 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 of the Library.

**THE PRIMARY LIBRARY COMMITTEE**

The Primary Library Committee on Promotion and Tenure will consist of all tenured and tenure-track Librarians, excluding the Director and the candidate(s). 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.

Cases will be decided according to the Indiana University library system criteria as stated in the I.U. Academic Handbook and in the Indiana University Libraries' Library Faculty Handbook, and as approved by the Fort Wayne Faculty Senate in SD 90-3.

Each Librarian'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. 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 therefor.

The case and the Primary Library Committee's recommendation will be forwarded to the Library Director for his/her recommendation. The Library Director will inform the candidate and the Primary Library Committee in writing of his/her recommendation with a statement of the reasons therefor. The dossier is then routed in the following manner set forth in the I.U. Library Faculty Handbook:

