



Evaluation Criteria and Procedures for Annual Evaluations, Pre-tenure Reviews, Tenure Recommendations, and Promotion Recommendations for Libraries Faculty

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1.0	INTRODUCTION	1
1.1	Grandfather Clause	2
2.0	CRITERIA FOR APPOINTMENT TO ACADEMIC RANK	2
2.1	Departmental Hiring Procedures.....	2
2.2	Tenure Track Faculty Appointments.....	2
2.3	Non-Tenure Track Faculty Appointments.....	3
3.0	ANNUAL EVALUATIONS	5
3.1	Departmental Personnel Committee.....	5
3.2	Performance Categories	6
3.3	Allocation of Effort.....	6
3.4	Goals and Objectives.....	7
3.5	Evaluative Criteria.....	7
4.0	PRE-TENURE REVIEW, PROMOTION, AND TENURE	12
4.1	Timeline.....	12
4.2	Application Dossier	12
4.3	Review Process	12
4.4	Evaluative Criteria.....	13
4.5	Appeals.....	15
5.0	AMENDMENTS TO THIS DOCUMENT	15
	APPENDIX	16
	APPROVALS	18

1.0 INTRODUCTION

The policies enunciated herein explain or augment policies outlined in the current University of Southern Mississippi *Faculty Handbook*. In any case of conflict between this document and the *Faculty Handbook*, the *Faculty Handbook* will prevail. For this reason, all Libraries faculty should be thoroughly familiar with this document and the *Faculty Handbook*, particularly Chapter 3: Hiring Policies, Contracts and Employment Terms; Chapter 8: Faculty Evaluation Procedures; and Chapter 9: Promotion and Award of Tenure. See the *Faculty Handbook* at the Provost's website, <https://www.usm.edu/provost>, under **Faculty/Staff**.

The tenure and promotion policies herein drafted are based upon professional policy standards at the national level and reflect concepts first established in 1972 and later reaffirmed in the June 2007 "Joint Statement of Faculty Status of College and University Librarians," drafted by a committee of the Association of College and Research Libraries (ACRL), the Association of American Colleges (AAC), and the American Association of University Professors (AAUP).¹ This document also reflects another ACRL policy statement, "A Guideline for the Appointment, Promotion and Tenure of Academic Librarians."²

Librarianship is first and foremost a service profession, and it is the primary duty of Libraries faculty to provide academic support for teaching, learning, and research for the university community. This is accomplished through dedicated and professional performance of the specific tasks entailed in job descriptions. The work of Libraries faculty is essentially educational in character, and without librarians, the quality of teaching, learning, research, and service in colleges and universities would deteriorate and programs in many disciplines could no longer be continued. The librarian's contribution is intellectual in nature and is the product of formal education, including professional training at the graduate level. The establishment of clear criteria for tenure and promotion of Libraries faculty is intended to foster a University Libraries faculty of the highest quality which supports the intellectual and service missions of the University.

The awarding of tenure to Libraries faculty offers mutual benefits to the University and the faculty member by providing:

- A degree of employment and economic stability which helps to attract and retain well-qualified faculty members;
- Policies in agreement with those of other universities and national professional library associations;
- A mutual commitment based on recognition not only of the faculty member's proven contributions to the Libraries, but also of a continued value to the University;
- Protection of intellectual freedom by shielding the faculty member from censorship.

¹ Association of College and Research Libraries. *Joint Statement on Faculty Status of College and University Librarians*, June 2007. <http://www.ala.org/ala/mgrps/divs/acrl/standards/jointstatementfaculty.cfm>

² *A Guideline for the Appointment, Promotion and Tenure of Academic Librarians*, June 2005. <http://www.ala.org/ala/mgrps/divs/acrl/standards/promotiontenure.cfm>

1.1 Grandfather Clause

These revised guidelines apply to all University of Southern Mississippi Libraries faculty. Libraries faculty working toward promotion or tenure at the time of this revision have the option to request that guidelines in place at the time of their initial appointments be used as the criteria for evaluation. Candidates must state in writing not later than the time of dossier submission which guidelines they choose for evaluation. Candidates shall remain under the requirements they select only until they receive decisions regarding promotion or tenure. Once a candidate has received a decision regarding promotion or tenure, all future personnel decisions will be guided by the requirements set forth in this revised document.

2.0 CRITERIA FOR APPOINTMENT TO ACADEMIC RANK

According to ACRL policy³, the terminal degree for appointment as a faculty member is considered to be a Master of Library Science from an institution accredited by the American Library Association (ALA). In some instances, a graduate degree in another professional or scholarly field may be appropriate.

The terms and conditions of faculty appointments may differ, and precise terms and conditions will be stated in writing with copies given to both the prospective faculty member and the institutional administrative supervisor prior to the signing of the appointment contract. These conditions must be approved by the President of the University, upon recommendation of the Libraries Faculty as stated in the *Faculty Handbook*, the Dean of University Libraries, and the Provost. Credit may be awarded for prior professional experience or appointment, as described in *Faculty Handbook* Section 9.6.7.

2.1 Departmental Hiring Procedures

Departmental hiring for authorized academic positions is a process that involves the faculty of the department. When a Libraries faculty position is to be filled, the Dean of Libraries, at a meeting of the full Libraries faculty, conducts a discussion to determine departmental needs and professional qualifications for the position. The Dean appoints appropriate members of the Libraries faculty and others to a search committee, designating one of the members as chair of the committee. The search committee coordinates the advertisement of approved Libraries faculty positions, receipt of applications, interviewing of candidates, and recommendation of candidates to the Libraries faculty. The Libraries faculty may elect to accept a search committee's recommendation or develop an alternate recommendation, which is submitted to the Dean. The Dean then submits a written hiring recommendation from the Libraries to the Provost concurring or disagreeing with the accompanying recommendation of the Libraries faculty.

2.2 Tenure Track Faculty Appointments

The minimum educational and experience levels expected for appointment at each rank are outlined below:

³ *Statement on the Terminal Professional Degree for Academic Librarians.*
<http://www.ala.org/acrl/standards/statementterminal>

2.2.1 Assistant Professor

Typically, the minimum educational qualification for appointment at the rank of assistant professor is a master's degree from an ALA-accredited program in library and information science or equivalent credentials. In some cases, a graduate degree from another appropriate subject area may be considered. Candidates should exhibit evidence of collegiality and demonstrate the potential for a promising career in librarianship. Individual duties and capabilities will vary according to the specific job description.

2.2.2 Associate Professor

Individuals appointed at the rank of associate professor have fulfilled the requirements of the assistant professor and have developed specialized knowledge in one or more areas of professional library activity. They are expected to perform complex professional activities and professional duties, exercising mature professional judgment. Their scholarly activities have resulted in the attainment of state or regional recognition in the library profession (regional recognition is defined as acknowledgement beyond the bounds of one state). They have participated in continuing education in the form of academic course work, pertinent workshops, degree programs, institutes, or conferences. Successful candidates should exhibit evidence of collegiality and professional integrity. Individual duties and capabilities will vary according to the specific job description.

2.2.3 Professor

Individuals appointed at the rank of professor have fulfilled the requirements of the associate professor and have made contributions of recognized merit to the library profession. They consistently perform complex professional library activities and professional duties, exercising mature professional judgment. Their scholarly activities have resulted in national or international recognition and evidence of continuing education. Successful candidates should exhibit evidence of collegiality and professional integrity. Individual duties and capabilities will vary according to the specific job description. This rank is not restricted to library managers.

2.3 Non-Tenure Track Faculty Appointments

The minimum educational and experience levels expected for appointment at each rank are outlined below.

2.3.1 Instructor

Individuals holding a master's degree from an ALA-accredited program in library and information science or equivalent credentials may be appointed at the rank of instructor. In some cases, a graduate degree from another appropriate subject area may be considered. There is the expectation of successful performance of the responsibilities listed in the job description. Successful candidates should exhibit evidence of collegiality and professional integrity. Individual duties and capabilities will vary according to the specific job description.

2.3.2 Lecturer

Individuals appointed at the rank of lecturer will demonstrate a continuous record of excellence in librarianship. Service and scholarly activities will be considered in the appointment. Successful

candidates should exhibit evidence of collegiality and professional integrity. Individual duties and capabilities will vary according to the specific job description.

2.3.3 Senior Lecturer

Individuals appointed at the rank of senior lecturer will demonstrate a continuous record of excellent and innovative librarianship coupled with notable service and scholarly activities. Successful candidates should exhibit evidence of collegiality and professional integrity. Individual duties and capabilities will vary according to the specific job description.

2.3.4 Assistant Teaching Professor

Individuals holding a master's degree from an ALA-accredited program in library and information science or equivalent credentials may be appointed at the rank of assistant teaching professor. In some cases, a graduate degree from another appropriate subject area may be considered. There is the expectation of successful performance of the responsibilities listed in the job description. Successful candidates should exhibit evidence of collegiality and professional integrity. Individual duties and capabilities will vary according to the specific job description.

2.3.5 Associate Teaching Professor

Individuals appointed at the rank of associate teaching professor will demonstrate excellent and innovative librarianship coupled with contributions in service and scholarly activities. Successful candidates should exhibit evidence of collegiality and professional integrity. Individual duties and capabilities will vary according to the specific job description.

2.3.6 Teaching Professor

Appointment at the rank of teaching professor is merited by individuals who have met the criteria for associate teaching professor and, following that appointment, have demonstrated notable service and scholarly activities. Successful candidates should exhibit evidence of collegiality and professional integrity. Individual duties and capabilities will vary according to the specific job description.

2.3.7 Assistant Clinical Professor

Typically, the minimum educational qualification for appointment at the rank of assistant clinical professor is a master's degree from an ALA-accredited program in library and information science or equivalent credentials. In some cases, a graduate degree from another appropriate subject area may be considered. Candidates should exhibit evidence of collegiality and demonstrate the potential for a promising career in librarianship. Individual duties and capabilities will vary according to the specific job description.

2.3.8 Associate Clinical Professor

Individuals appointed at the rank of associate clinical professor level have fulfilled the requirements of the assistant clinical professor and have developed specialized knowledge in one or more areas of professional library activity. They are expected to perform complex professional activities and professional duties, exercising mature professional judgment. Their scholarly activities have resulted in the attainment of state or regional recognition in the library profession (regional recognition is defined as acknowledgement beyond the bounds of one state). They have

participated in continuing education in the form of academic course work, pertinent workshops, degree programs, institutes, or conferences. Successful candidates should exhibit evidence of collegiality and professional integrity. Individual duties and capabilities will vary according to the specific job description.

2.3.9 Clinical Professor

Individuals appointed at the rank of clinical professor have fulfilled the requirements of the associate clinical professor and have made contributions of recognized merit to the library profession. They consistently perform complex professional library activities and professional duties, exercising mature professional judgment. Their scholarly activities have resulted in national or international recognition and evidence of continuing education. Successful candidates should exhibit evidence of collegiality and professional integrity. Individual duties and capabilities will vary according to the specific job description. This rank is not restricted to library managers.

3.0 ANNUAL EVALUATIONS

The *Faculty Handbook* provides guidance on the elements required in faculty evaluations. (See *Faculty Handbook*, Chapter 8.4.2 (b), Review Guidelines)

3.1 Departmental Personnel Committee

The Departmental Personnel Committee (DPC) evaluates all tenure track and non-tenure track faculty. Guidelines for evaluation have been adopted by the Libraries faculty to provide direction in the application of university policy within the Libraries. (See *Faculty Handbook*, Chapter 8.3.1 (b) Committee Membership, Libraries.)

The Libraries faculty vote to select one of three governance options annually in an open meeting. Voting will be by secret ballot.

3.1.1 Governance Option 1

Authority for all personnel evaluations and recommendations, exclusive of recommendations for pre-tenure review, tenure, and promotion, is vested in an ad hoc chair chosen by mutual agreement between the University Libraries' Dean and the Libraries faculty. The ad hoc chair prepares independent evaluations and recommendations and transmits them to the Dean.

3.1.2 Governance Option 2

The committee consists of two members elected by the Libraries faculty and a third rotating member who shall be the unit head of the faculty member being evaluated. If the unit head is not a member of the Libraries faculty or is otherwise ineligible for the DPC, the ad hoc chair will serve as the third member of the committee. The three-member committee elects its chair, selecting from the two members elected by the Libraries faculty. The chair of the committee, after obtaining signed concurrence or dissent from each committee member, submits the committee's evaluations and recommendations to the Dean. The ad hoc chair does not prepare independent evaluations or recommendations.

3.1.3 Governance Option 3

The committee consists of three elected members of the Libraries faculty exclusive of the ad hoc chair. The three-member committee then elects its chair. The chair of the committee, after obtaining signed concurrence or dissent from each committee member, submits the committee's evaluations and recommendations to the Dean. The ad hoc chair does not prepare independent evaluations or recommendations.

3.2 Performance Categories

Libraries faculty are evaluated annually regarding their performance in the categories of Librarianship, Scholarship and Professional Development, and Service.

3.2.1 Librarianship

Whereas faculty outside the Libraries are evaluated on the performance of teaching, faculty in the University Libraries are evaluated on the performance of librarianship. Librarianship is defined for each faculty member by the job description, which outlines the expectations and responsibilities required in the job. Librarianship is the most important category in any evaluation of Libraries faculty.

3.2.2 Scholarship and Professional Development

Libraries faculty must demonstrate continuing scholarship or creative activity and professional development in the field of librarianship and/or in a subject specialty. Such activities should contribute to the knowledge base or advancement of the field or profession and to the professional growth and efficacy of the individual faculty member. Talents, inclinations, demands of positions, and opportunities vary, so Libraries faculty should consult with their supervisors to ensure that the needs of the Libraries and the University, as well as those of the individual, are met.

3.2.3 Service

Libraries faculty are expected to participate in service activities in four areas: service to the Libraries, service to the University, service to the library profession, and service to the community.

3.3 Allocation of Effort

Each of the three categories listed above must have an allocation of effort assigned each year. Allocations of effort should be the result of negotiations between a Libraries faculty member and the supervisor. If agreement cannot be reached, the DPC will establish an allocation that constitutes the official basis for future evaluations. Allocation of effort can be adjusted during the year through a request to the DPC, ideally with approval from the faculty member's supervisor.

Allocation of effort does not correspond with the faculty member's scheduled work hours. Faculty requesting an allocation of effort outside these ranges should attach a detailed rationale for the request with their annual reports.

3.3.1 Tenure Track and Tenured Faculty

Tenure track and tenured faculty are expected to meet evaluative criteria in all three categories. Typical ranges for 12-month tenure track and tenured Libraries faculty are:

- Librarianship 70%-80%;
- Scholarship and Professional Development 10%-20%; and
- Service 10%-20%.

3.3.2 Non-Tenure Track Faculty

Non-tenure track faculty are expected to meet evaluative criteria in all three categories. Typical ranges for 12-month non-tenure track Libraries faculty are:

- Librarianship 80%-90%;
- Scholarship and Professional Development 5%-15%; and
- Service 5%-15%.

3.4 Goals and Objectives

Each faculty member should have goals and objectives for each evaluation period. These goals and objectives outline special projects to be pursued by faculty during the upcoming year. The annual goals and objectives should be the result of negotiations between a Libraries faculty member and the supervisor, but they are not strictly defined by or limited to the category of librarianship. If agreement cannot be reached, the DPC will establish goals and objectives that constitute the official basis for future evaluations.

Goals and objectives can be adjusted during the year through a request to the DPC, ideally with approval from the faculty member's supervisor.

3.5 Evaluative Criteria

For each category of evaluation (Librarianship, Scholarship and Professional Development, and Service), evaluative criteria are provided below. Using the lists of criteria, each category of evaluation is rated on a scale of 1 (far below expectations) to 5 (far exceeds expectations). The evaluative criteria and rubrics provide general guidelines for evaluation; they are not exhaustive or absolute. Each item will be evaluated individually on its substance and quality within the framework set forth by the criteria and rubrics. Items not found in the criteria should be weighted as closely as possible to similar, known items. Amendments to the criteria can be made by the Libraries faculty upon periodic review of the document.

3.5.1 Collegiality and Ethics

The *Faculty Handbook* indicates that effectiveness in interpersonal relationships, including professional ethics, cooperativeness, resourcefulness, and responsibility are standards of evaluation for faculty. Therefore, performance in collegiality and communication will be considered throughout the evaluation. The Libraries also values appropriate participation in departmental activities as an element of collegiality. The Libraries also affirms that collegiality does not preclude vigorous debate and dissent, which are vital components of a healthy intellectual environment, nor does collegiality require conformity to any personality profile or apply to the ordinary tensions that arise from conflicting individual sensibilities.

Excellence in Librarianship, Scholarship and Professional Development, and Service are defined to include professional ethical conduct, consistent with the ALA Code of Ethics.⁴

3.5.2 Librarianship

Due to a wide variety of responsibilities, each Libraries faculty member is evaluated based on the faculty member's job description.

3.5.2.1 Far Exceeds Expectations

Demonstrates an exceptional level of job knowledge and the application of that knowledge in assigned areas of responsibility as outlined in the job description. Improves efficiency of library processes, effectively develops plans and/or coordinates resources or services, performs assigned tasks and duties with minimal or no supervision and provides services in an effective and professional manner. Models an attitude of continuous improvement through a receptive and determined response to suggested evaluative recommendations.

3.5.2.2 Exceeds Expectations

Demonstrates a superior level of job knowledge and performs at a consistently high level as outlined in the job description. Contributes to improving efficiency of library processes, assists in developing plans and/or helps to coordinate resources or services, completes assigned tasks, performs duties and provides services in an effective and professional manner, and is responsive to suggested evaluative recommendations.

3.5.2.3 Meets Expectations

Demonstrates an adequate level of job knowledge and performs at an acceptable level as outlined in the job description. Completes assigned tasks, performs duties and provides services in an effective and professional manner, and is responsive to suggested evaluative recommendations.

3.5.2.4 Below Expectations

Demonstrates an insufficient level of job knowledge as applied to library processes, services or resources as outlined in the job description. Performs assigned tasks and duties inconsistently and/or is unresponsive to suggested evaluative recommendations.

3.5.2.5 Far Below Expectations

Demonstrates an unacceptable level of job knowledge resulting in poor job performance as outlined in the job description. Does not perform tasks and duties as assigned.

3.5.3 Scholarship and Professional Development

3.5.3.1 Far Exceeds Expectations

A.1 Satisfy at least ONE of the following:

- Obtain an additional graduate degree

⁴ Code of Ethics of the American Library Association, January 2008.
<http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

- Give an invited presentation at a state, regional, national or international conference
- Receive a national or international award or honor related to librarianship or scholarship
- Author or co-author a published scholarly book
- Author or co-author multiple published peer-reviewed scholarly journal articles
- Author or co-author multiple chapters in one or more published scholarly books

OR

A.2 Satisfy THREE or more instances from category B.1.

3.5.3.2 *Exceeds Expectations*

B.1 In addition to meeting expectations in C.1 or C.2, satisfy ONE of the following:

- Author or co-author a published peer-reviewed scholarly journal article or a chapter in a published scholarly book
- Give a presentation, paper or poster at a national or international conference
- Receive a university, state, or regional award or honor related to librarianship or scholarship
- Serve as principal investigator (PI) for, or significant contributor to, an awarded grant
- Curate a scholarly exhibit outside the university and outside the scope of the job description

OR

B.2 Satisfy TWO or more instances from category C.1.

3.5.3.3 *Meets Expectations*

C.1 Satisfy ONE of the following:

- Author a published journal article or a chapter in a published book
- Give a presentation or a paper at a state or regional conference

OR

C.2 Satisfy any THREE instances of the following secondary criteria:

- Author published book reviews, encyclopedia entries, promotional pieces, and other writings in journals, newsletters, websites, and other similar publications
- Provide evidence of a contracted work in progress
- Present a poster at a state or regional conference
- Give a presentation or paper at a local conference
- Give a presentation to a university, community or an internal library group
- Give an invited guest lecture for a class

Evaluation Criteria and Procedures ... for Libraries Faculty

- Contribute to the preparation/submission of an external grant
- Participate in professional conferences or workshops
- Career-related course work

3.5.3.4 *Below Expectations*

D. Satisfy FEWER THAN THREE instances from category C.2 and NONE from category C.1.

3.5.3.5 *Far Below Expectations*

E. Fail to complete any scholarship or professional development activities

3.5.4 **Service**

3.5.4.1 *Far Exceeds Expectations*

A.1 Satisfy at least ONE of the following instances, in addition to one from category C.2.

- Serve as an officer of a national or international professional organization or a major division thereof
- Serve as an officer of a major elected university body, such as Academic Council, Council of Chairs, Faculty Senate, University Advisory Committee or University Research Council
- Serve as an elected or selected member of a committee of a national or international professional organization or a major division thereof
- Serve as managing editor of a national peer-reviewed journal

OR

A.2 Satisfy TWO instances from category B.1, in addition to one from category C.2.

OR

A.3 Satisfy ONE criteria from category B.1 and TWO from category C.1, in addition to one from category C.2.

3.5.4.2 *Exceeds Expectations*

B.1 Satisfy ONE of the following, in addition to one from category C.2.

- Serve as an officer of a state or regional professional association or a major division thereof
- Organize workshops or meetings at the state or regional level
- Serve on a regional awards selection committee
- Serve as a committee chair within a major elected university body
- Serve as chair of a university committee
- Serve as chair of an elected library personnel committee, such as the Departmental Personnel Committee
- Serve as an officer of a regional, national, or international civic organization

Evaluation Criteria and Procedures ... for Libraries Faculty

- Serve as managing editor of a peer-reviewed journal with less than national scope or a non-peer reviewed professional journal, e.g., *Southeastern Librarian* or *Mississippi Libraries*

OR

B.2 Satisfy THREE instances from category C.1, in addition to one from category C.2

3.5.4.3 Meets Expectations

C.1 Satisfy TWO instances from the following, in addition to one from category C.2

OR Satisfy ONE from category C.1 and AT LEAST TWO from category C.2.

- Serve as a reviewer for the promotion/tenure of a colleague at another institution
- Serve as an officer of a local professional organization
- Serve as committee or roundtable chair of a state professional organization committee
- Serve on a state awards selection committee
- Serve as a member of a major elected university body
- Serve as a member of an elected library personnel committee
- Serve as chair of a library committee
- Serve as faculty adviser to a student organization
- Serve as consultant (unpaid, except for travel expenses and/or a nominal honorarium)
- Serve as an officer of a local civic organization
- Serve as a reviewer for a peer-reviewed journal
- Serve on the editorial board of peer-reviewed journal
- Serve as subscription or advertising editor of a professional journal
- Serve as column or section editor of a journal or similar publication
- Serve as column or section editor of a national or regional publication

OR

C.2 Satisfy THREE instances of the following secondary criteria

- Serve as a member of a state or local professional organization committee
- Serve as a member of a university committee
- Serve as a member of a library committee
- Organize workshops or meetings at the local level
- Speak to local organization on library-related topics
- Volunteer for a university or professionally related activity, e.g., assisting with MLA conference or registration at the Children's Book Festival
- Volunteer for a library activity, e.g., represent the Libraries at a University admissions/recruiting event, information kiosk, book sale
- Serve as a mentor in a recognized mentorship program
- Serve as a member of a local civic organization
- Serve as editor of local newsletter or other local publication

3.5.4.4 *Below Expectations*

- D. Satisfy ONLY ONE from category C.1 in addition to one from category C.2
OR Satisfy TWO instances from category C.1 but NONE from category C.2.

3.5.4.5 *Far Below Expectations*

- E. Fail to complete at least two of the items listed in category C.2.

4.0 PRE-TENURE REVIEW, PROMOTION AND TENURE

4.1 Timeline

All processes and recommendations will follow the schedule outlined by the Provost's Calendar. See the calendar at <https://www.usm.edu/provost> under **About**.

Time counted toward pre-tenure review, promotion, and tenure begins with the fall term of the calendar year in which the individual begins employment in the position. Pre-tenure reviews are usually conducted in the spring of the candidate's third year. For additional information on the timeline for pre-tenure review, consult *Faculty Handbook* Section 9.7.2.

Promotion is not guaranteed upon completion of a given term of service. For information on the timeline and eligibility for promotion, consult *Faculty Handbook* Section 9.4.3.

Tenure recommendations will normally be made during the candidate's sixth year of full-time contractual service, to take effect at the beginning of the seventh contract year. At the request of the candidate and with the concurrence of the appropriate Department Head and the Dean of Libraries, the recommendation may be deferred to the seventh year. In no case may consideration be deferred beyond the seventh full year of service. Thus, by the end of seven years in a tenure track position, a faculty member will either receive tenure or a terminal contract for the eighth year. A candidate may apply for tenure only once.

4.2 Application Dossier

Upon application for pre-tenure review, promotion, or tenure, the candidate shall submit a dossier containing materials relevant to the application arranged according to University guidelines. Instructions on the format for promotion and tenure dossiers and the required forms are available at <https://www.usm.edu/provost> under **Policies and Procedures**.

The candidate is responsible for the completeness, quality, and accuracy of the dossier. For examples of documentation that may support the candidate's application, see the **Appendix**.

4.3 Review Process

Tenured members of the Libraries' faculty evaluate the materials submitted, cast votes by secret ballot, and notify the candidate in writing of their recommendation, accompanied by an underlying reason and the vote count. A copy of the recommendation will also be placed in the candidate's dossier. Strict confidentiality will be observed regarding materials submitted to the committee and the discussions held concerning the candidate.

The Dean's Advisory Committee will be composed of three tenured librarians. Only associate professors and professors will be eligible to serve, and the election will be by secret ballot.

Members of the Dean's Advisory Committee will not participate in the deliberations of the Tenure and Promotion Review Committee. The Dean's Advisory Committee forwards its recommendation, including the vote count, directly to the Dean of Libraries and notifies the candidate of its recommendation. The letter of recommendation proceeds along with the Dean's letter to the University Advisory Committee.

The Dean of Libraries will evaluate the materials developed at the lower levels, and will then send a written statement to the candidate. The Dean's recommendation will then be submitted to the University Advisory Committee through the Provost's office.

4.3.1 External Review Process⁵

In addition to the internal review of qualifications and service, each candidate for promotion from associate professor to professor must undergo an external evaluation by at least three informed, disinterested referees outside the university who are themselves qualified by rank, credentials or experience to evaluate the candidate's accomplishments in the profession. Each external reviewer must submit a letter of evaluation to be included in the dossier.

At least ten weeks prior to the deadline for submitting files for review, the candidate for promotion to full professor shall submit to the Dean's Office a list of at least five and a maximum of ten potential reviewers who are experienced in the candidates' discipline and/or area of expertise.

At least eight weeks prior to the deadline, the Dean's Office will contact individuals from the list of potential reviewers to identify at least three who are willing to serve.

All candidates for professor must provide copies of their dossier in electronic format. The Dean's Office will send electronically to three external reviewers the candidate's vita and copies of supporting documentation. All correspondence related to the external review will be initiated, maintained, and added to the candidate's dossier by the Dean's Office.

4.4 Evaluative Criteria

4.4.1 Pre-tenure Review

All untenured librarians in tenure track positions undergo a comprehensive review of progress toward tenure during the third year of full-time employment at the University. Requirements for a successful review follow:

- The candidate's annual evaluations must show a rating of "Meets Expectations" or higher in all three categories. The candidate must have demonstrated consistently strong performance in Librarianship and in at least one other category. Lower ratings may result in a qualified approval and the creation of a development plan to be worked out with the candidate and the DPC.
- Candidates must have a consistently positive record of collegiality and effectiveness in interpersonal communication with Libraries employees, University colleagues and patrons.

⁵ Portions taken from Bowling Green State University Library Faculty Handbook, 9/11/2012

4.4.2 Promotion

Faculty eligible for promotion, but not tenure, follow the promotion process established for tenure track faculty. Normally, applications for tenure and promotion to associate professor are considered at the same time, during the sixth full academic year at USM. Requirements for promotion at each level follow:

4.4.2.1 Assistant Professor to Associate Professor

- Have at least five years in the rank. Refer to *Faculty Handbook* Section 9.4.3 for information about timeline and Section 9.4.5 about the possibility of early promotion.
- Assumption of increasing responsibility or development of additional specialized skills or expertise while at the rank of assistant professor.
- Evidence of substantial professional contributions to the Libraries and the University.
- Attainment of a high level of performance in librarianship, scholarship, service or other professional endeavors, as identified in 4.4.3 below, which have an impact at the local, state, or regional level.
- Consistently positive record of collegiality and effectiveness in interpersonal communication with Libraries employees, University colleagues and patrons.

4.4.2.2 Associate Professor to Professor

- Usually have at least five years in the rank. Refer to *Faculty Handbook* Section 9.4.3 for information about timeline and Section 9.4.5 about the possibility of early promotion.
- Assumption of increasing responsibility or development of additional specialized skills or expertise while at the rank of associate professor.
- Evidence of outstanding professional contributions to the Libraries and the University.
- Outstanding achievements in librarianship, scholarship, service, or other professional endeavors which have an impact on the national or international level.
 - Satisfy at least TWO instances of scholarship and professional development from 3.5.3.1
 - Satisfy at least ONE instance of service from 3.5.4.1 A.1
- Consistently positive record of collegiality and effectiveness in interpersonal communication with Libraries employees, University colleagues, and patrons.
- External reviews as defined and described in 4.3.1.

4.4.3 Tenure

Tenure is an institutional commitment to ongoing employment, to be terminated only for adequate cause and after due process. The privilege of tenure is not guaranteed by prior promotion in academic rank. Tenure shall be awarded to tenure-track faculty meeting the following requirements:

- Usually have at least six years in the institution (that is, tenure is usually recommended during the sixth year, to take effect at the beginning of the seventh).
- Assumption of increasing responsibility or development of additional specialized skills or expertise during the period prior to application for tenure.
- Evidence of professional contributions to the Libraries and to the University.

Evaluation Criteria and Procedures ... for Libraries Faculty

- Achievements in Librarianship, Scholarship and Professional Development, and Service, or other professional endeavors.
 - Satisfy at least FOUR instances of scholarship and professional development from 3.5.3.2
 - Satisfy for service at least ONE instance from 3.5.4.2 B.1, TWO unique instances from 3.5.4.3 C.1, and TWELVE unique instances from 3.5.4.3 C.2.
- Consistently positive record of collegiality and effectiveness in interpersonal communication with Libraries employees, University colleagues and patrons.

4.5 Appeals

Candidates have the right to appeal unfavorable recommendations made at several levels of the review. For further information, please see the *Faculty Handbook*.

5.0 AMENDMENTS TO THIS DOCUMENT

Any Libraries faculty may propose amendments to this document in a meeting of the Libraries faculty, scheduled and facilitated by the chair of the Tenure and Promotion Committee or a designate. Discussion of proposed amendments requires that a quorum be established. Approval of amendments requires a two-thirds majority of Libraries faculty, and voting is by secret ballot. All such amendments are subject to the approval of the Dean of University Libraries and the Provost.

APPENDIX

The appendix provides examples of documentation which may support a faculty member's application for promotion or tenure. Documentation of activities in Librarianship, Scholarship and Professional Development, and Service will be placed in Volume II of the applicant's dossier. This list of examples is not intended to be exhaustive.

Librarianship

Include documentation of effectiveness in librarianship. Information included depends on the job description and should follow it closely. Documentation may include:

- Evidence supporting the creation of new library services
- Supporting documentation of innovations made on the job
- E-mail messages, cards, and letters in which someone has commended activities associated with the faculty member's job activities
- Observations and/or peer evaluations from library colleagues and/or faculty outside of library
- Copies of important procedures, policies, and workflows created by the faculty member
- Summary of bibliographic instruction evaluations
- Instructional material created for classes
- Media coverage of activities
- Publicity for events, exhibits, and other activities
- Outreach materials distributed to the community (e.g., e-mail messages, flyers, push cards)
- Information highlighting organization of knowledge (e.g., cataloging statistics for a year, examples of records/finding aids created)
- Examples of resources selected and ordered for the Libraries
- Documentation supporting liaison librarian activities
- Documentation of acquisitions functions and unit management (e.g., orders placed/received, gifts received/managed; funds managed/monitored)
- Documentation of cataloging performed for monographic materials, serials and electronic resources
- Documentation of management activities for cataloging and serials units, including database or collection management projects and insuring access to electronic resources
- Documentation of preservation unit activities and physical processing

Scholarship and Professional Development

Documentation may include:

- Copies of journal articles
- Copies of book chapters
- Successful grant applications

Evaluation Criteria and Procedures ... for Libraries Faculty

- Copies of cover/title page from books written
- Notification of acceptance of conference presentations
- Copies of conference programs showing presentations given
- Copies of book reviews
- Notification of awards received
- Media coverage of awards, scholarships, or grants received
- Evidence of workshops attended

Service

Include a summary of University Libraries, University, professional, and community service activities. Also include documentation supporting the value and effectiveness of the service. Documentation may include:

- Letters of appointment to committees
- Letters of appreciation for committee work
- Notification of election to committee leadership
- Copies of committee leader/member rosters
- Committee output that directly related to the faculty member's involvement
- Publicity highlighting service activities (meeting/workshop organizer, committee officer/member)
- Evidence of non-committee service
- Masthead listing of editorship

APPROVALS



Dean of University Libraries

7-12-18

Date



Provost

7/12/18

Date