University Libraries Promotion & Tenure Guidelines

Table of Contents

University Libraries Promotion & Tenure Guidelines

This document describes the Promotion and Tenure review procedures and criteria of the University Libraries. Achieving Promotion and Tenure at The University of South Alabama is a multi-step process that begins in the Department and ends with the Board of Trustees. Section 3.4 of the USA Faculty Handbook outlines the rank structure for library faculty and the criteria for promotion to each rank. University policies pertaining to Promotion and Tenure are set forth in the USA Faculty Handbook, found

documents are maintained on the Division of Academic Affairs website at:
http://www.southalabama.edu/departments/academicaffairs/promotiontenure.html

EXTERNAL REVIEW

As outlined in the *USA Faculty Handbook Sections 3.10.3 (Promotion Procedures) and 3.11.4.3 (Tenure Procedures)* included below, an External Review of the Candidate's scholarship and professional contributions will be included in all tenure and/or promotion applications except that External Reviewers are not required for promotion to Senior Instructor Librarian. Obtaining the reviews will be the responsibility of the faculty supervisor or library Director to whom the candidate reports.

3.10.3 External Review of Candidates for Promotion to Associate Professor or Professor

An external review of the candidate's scholarship will be included in all applications for Promotion to Associate Professor or Professor. In cases where the candidate is simultaneously under review for tenure, the external review for tenure will suffice for promotion as well. External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered. Exceptions are discouraged, and must be justified in the Chair's report. The candidate may submit the name(s) of individuals that could have a conflict of interest in serving as an external reviewer. The list should be accompanied by a description of the potential conflict. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role.

Obtaining the reviews will be the responsibility of the Department Chair in accordance with the following procedures:

The candidate, the Chair of the Departmental Promotion Committee, and tenured faculty of the department each will have an opportunity to submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.

The Chair of the Departmental Promotion Committee will select name(s) from each of the three lists and will request that the Department Chair contact reviewers. The Department Chair will request that these external reviewers provide a written review of the candidate's scholarship. The candidate will be notified of the names of those selected to serve as referees after the tenure and promotion process has been completed. The external review will then be included in the candidate's portfolio and will be a component of all levels of the promotion review process. All reviews received by the deadline must be included in the file.

3.11.4.3 External Review of Candidates for Tenure

An external review of the candidate's scholarship w

The candidate, the Chair of the Departmental Tenure Committee, and tenured faculty of the department each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship. The Chair of the Departmen3.78Tm(ea)-3.8(mee)-3.8f)-21;)-5 (11)T0 Tc 655 0 Td(30)-6.728T(nos)-1.7e45.5

State the nature of any acquaintance with the Candidate;

Provide an assessment of the significance and quality of the Candidate's scholarly and/or creative works and other professional accomplishments; and

Comment on the Candidate's recognition or standing among peers and the likelihood that the Candidate will emerge as a librarian whose work is known and respected by leaders in the field.

6. A statement that letters from External Reviewers are treated as confidential and that Candidates will not be shown the external letters. Candidates will only be notified of the names of those selected to serve as External Reviewers after the promotion and tenure process has been completed.

PROCEDURES

Candidate

2. Tenure and/or Promotion Portfolio Contents

The following documents must be organized by the Candidate and included in the Candidate's digital portfolio.pdf:

1. Table of Contents. A list of contents as the first entry in the portfolio.
2. Letter of Eligibility from the Executive Director of Libraries. A copy of the Tenure and/or Promotion notification letter received from the Executive Director of Libraries.
3. Letter of Application Addressed to Executive Director of Libraries. A cover letter of application providing the Candidate's self-assessment concerning eligibility for and specifying what the Candidate is applying for (tenure and/or promotion).
4. Curriculum Vita . A copy of the Candidate's vita generated from Digital Measures reflecting accomplishments across the entirety of the career.
5. Watermark Faculty Success (formerly Digital Measures) Tenure and Promotion Report The candidate should ensure that links to publications and other materials are included, and that those links are active.

process, and the chair of the Departmental Promotion Review and Tenure Review Committees meet jointly with the candidate to present the Committee and department Chair reports.

The University Libraries adhere to the guidelines and procedures for promotion and tenure outlined in the *USA Faculty Handbook*, though the nomenclature differs slightly due to the organizational and supervisory structure of the University Libraries. The faculty supervisor or Library Director acts as the Department Chair. The Executive Director fulfills the role of Dean. The University Libraries tenured faculty serve in the College faculty role. Faculty members who serve and vote on the Departmental Review Committees may not vote on the University Libraries Review Committee.

3.10.3 Promotion Procedures

1. ### Departmental Procedures

The process starts with a peer review within the candidate's department. The appropriate faculty review body consists of a committee composed of all those members of the department, except assistant professors, senior in rank to the candidate. Some academic units may find it difficult or impossible to constitute a committee, given the above exclusions. In that event, the Chair appoints an appropriate committee, following the spirit of the review process.

2. ### Collegiate Procedures

The Dean of each College/School will appoint each year a College/School Promotion Committee consisting of at least five (5) faculty. Membership on this committee is limited to tenured associate and full professors. However, non-tenure track associate or full-professors may serve on committees to review non-tenure track applicants for promotion. Colleges/schools may restrict membership of the review committee to full professors. Normally, Chairs of departments will not serve as members. Some academic units may find it difficult or impossible to constitute such a committee. In that event, the Dean will appoint an appropriate committee, following the spirit of the review process. The committee's charge shall be to review the departmental promotion recommendations submitted to the Dean's office and to evaluate the candidates so that it can make its own recommendations to the Dean.

3.11.4.3 Tenure Procedures
departmentala

and on the collegiate tenure committee, shall vote concerning the candidate at the departmental tenure committee only, and must abstain from voting at the collegiate tenure committee.

2. Collegiate Procedures

Each year, the Dean (or Director) of each college/school shall appoint a collegiate tenure committee of at least five (5) members. Membership on this committee shall be limited to tenured associate and full professors. Normally, Chairs of departments will not serve as members. (Given the above exclusions, some academic units may find it difficult or impossible to constitute such a committee. In that event, the Dean will appoint an appropriate committee, following the spirit of the review process.) The committee's charge shall be to review the departmental tenure recommendations submitted to the Dean's office and to evaluate the faculty members who are eligible for tenure consideration so that it can make its own recommendations to the Dean. Subject to the Dean's approval, the committee may establish the procedures it wishes to follow in carrying out its charge. These procedures are to provide an adequate opportunity for faculty members who are in their final probationary year to submit relevant information and materials in support of their candidacies. The committee's recommendation shall be signed by all members present for each recommendation for tenure. Signing will indicate participation in the voting process and attest to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.

The University Libraries Promotion Review and Tenure Review Committees are composed of tenured faculty members, except Assistant Librarians, senior in rank to the Candidate, excluding Administrative Faculty. Library Directors or faculty supervisors who have faculty members under review and who are acting in the department Chair role for purposes of the review(s) do not participate in Committee review of and voting concerning faculty members under their area of supervision.

The University Libraries Tenure Review Committee and the University Libraries Promotion Review Committee are separate entities, though there may be overlapping membership. An exception is the review of Candidates seeking promotion from Instructor to Senior Instructor, where membership on the University Libraries Promotion Review and Tenure Review Committees is identical and may be combined for the purposes of the reviews under a single Committee Chair.

USA Electronic Tenure and Promotion Process

As outlined on the Academic Affairs website at

https://www.southalabama.edu/departments/academicaffairs/resources/tpcollegeschoolpresentationrev083021.pdf

the review process begins with email notification to Committee members from Academic Affairs of Google Drive access for review of a Candidate's portfolio. Committees review all materials with the understanding that evidence of continuing scholarly/research/creative productivity as well as job performance, and instructional effectiveness, as applicable, are the foundation of all Promotion and Tenure recommendations.

Each member of the Committee is charged with fully reviewing all materials concerning each Candidate *prior to meetings of the Committee*, and will do so with the following understanding:

Evidence and assessment of scholarly publications, professional development, service, collegiality, and job performance are the foundation of tenure and promotion recommendations (see *USA Faculty Handbook*

sections 3.10 and 3.11). Assessment is expected to consider a wide range of variables including but not limited to:

1. The degree to which a Candidate's job performance, instructional, scholarly, and service activities advance professional development, knowledge in the field, and librarianship.

2. The impact factor of scholarly works.

3. The type of venues where exhibits, posters, workshops, or demonstrations are presented.

4. The increasing level or quality of work and activity expected of librarians as they advance from Assistant to Associate Librarian and from Associate to Senior Librarian, or from Instructor Librarian to Senior Instructor Librarian rank. These expectations are outlined herein, with the inclusion of information on Librarian Rank from the *USA Faculty Handbook* appearing in italics in the next section of this document.

A qualitative evaluation of the Candidate's activities is essential for the granting of promotion and/or tenure. (See Sections 3.10.1 and 3.11.4 of the *USA Faculty Handbook*). The Promotion Review and Tenure Review Committees should focus on the Candidate's record based on performance in the three areas described in the criteria for evaluation for the entire period of service relevant to tenure and/or promotion to the rank under consideration. In deliberations, Promotion Review and Tenure Review Committees take into consideration the information in the Faculty Annual Reports relevant to the period under review. The Committees should look for incr

USA Faculty Handbook 3.4 Librarian Rank

3.4.1 Professional Librarians

Professional librarians at the University of South Alabama shall have faculty status equivalent in all respects, including eligibility for tenure, to that status enjoyed by those in the departments of instruction, but professional librarians shall not hold professorial rank per se. Although faculty status for professional librarians carries all the rights and privileges of the instructional faculty, three aspects of faculty status

Librarian only after a minimum probationary period specified in section 3.14.2, and are subject to the same requirements for promotion outlined in 3.14.3, and 3.14.4.

USA Faculty Handbook 3.4.3 Assistant Librarian

This rank includes all positions that involve application of professional knowledge, responsibility for performance of others, and independent professional judgment. Persons in this position assist in policy-making decisions and perform independently; a supervisor is available for consultation when necessary. Assistant Librarian is the minimum rank for department heads.

Minimum Qualifications: A Master's Degree in Library Science from an ALA-

USA Faculty Handbook 3.4.5 Senior Librarian

This rank includes the highest levels of professional responsibility. It has responsibility for staffing and assigning duties, for recommending establishment of or changes in policy; and for establishing procedures within the parameters of library regulations.

Minimum Qualifications: A Master's Degree in Library Science from an ALA-accredited program or an equivalent terminal degree; at least twelve years of professional library experience or three years of USA experience at the Associate Librarian rank; demonstrated administrative and supervisory ability; and a

ROLES AND RESPONSIBILITIES

Chair, Departmental Promotion Review & Tenure Review Committee

1. Develops a list of individuals, libraries, or institutions where External Reviewers might be identified. Secures similar lists from the Candidate and from the tenured faculty of the University Libraries.
2. Selects three External Reviewers from the lists referenced above, endeavoring to secure one External Reviewer from each list for a total of three reviewers, and provides this information to the library supervisor or library Director, who obtains the External Reviews.
3. Schedules Committee meetings and uploads documents in accordance with the deadlines on the University Library google timeline.
4. Evaluates the Candidate's portfolio and develops a narrative report(s) in association with members of the Committee(s). The Departmental Promotion Review and Tenure Review Committee Chair's

original, signed, Promotion Review and Tenure Review Committee(s) report(s) to the office of the Executive Director of University Libraries.

Executive Director of University Libraries

1. Meets with Candidates and their faculty supervisor or library Director to review the process and the University Libraries Promotion & Tenure Guidelines.
2. Provides the Candidate with a notification letter that specifies whether the Candidate is eligible for tenure or promotion or both. If the Candidate is eligible for consideration for promotion, the appropriate rank should be specified.
3. Uploads via Google Docs the signed Departmental Review Notification Form, and a .pdf of any supplemental materials and the accompanying email from candidate (if applicable) to the Google drive prior to the review by the University Libraries Promotion Review and Tenure Review Committee(s).
4. Reviews the Candidate's portfolio, the Departmental Review Committee(s) report(s), the report prepared by the faculty supervisor or library Director, any supplemental materials provided by the Candidate by the specified date