

1. THE BOARD OF REGENTS

Policies concerning reappointment, tenure, and promotion in The Texas State University System are set forth in The Texas State University System (TSUS) Rules and Regulations [<https://www.tsus.edu/tsus-rules-and-regulations/chapter-5/faculty.html>], hereafter referred to as the Rules and Regulations. In any case of contradiction between this policy and the Rules and Regulations, the Rules and Regulations shall govern.

- 1.1 Exceptions to the policies and procedures set forth herein may be authorized only by the President of the University.
- 1.2 Authority to approve reappointment, tenure, or promotion rests with the President, subject to the approval of the Board of Regents.

2. GENERAL PROVISIONS

- 2.1 *Tenure.* Tenure is the most important decision a university makes regarding its faculty. The quality of tenure decisions over the years determines in large measure the quality of the university. Tenure denotes a status of continuing appointment as a member of the faculty at Sam Houston State University (SHSU or University). It is not granted automatically because of seniority. Tenure is granted to faculty, after a rigorous probationary period, based on meritorious performance in teaching, scholarly and creative activities, and service. In lieu of teaching, faculty members in the Newton Gresham Library are evaluated on effective librarianship. Tenure ensures academic freedom and protects faculty from inappropriate retribution. It allows faculty members to take a long-term approach to their work while still requiring faculty accountability. It assists in attracting and retaining excellent faculty and promotes the orderly induction of new faculty into the community of mature scholars. “However, tenure does not create a property interest in any attributes of the faculty position beyond the annual salary. By way of example only, tenure does not create a property interest in laboratory space, a particular office, the right to teach graduate students, or use of research materials or equipment” (see Rules and Regulations, Chapter V, Subsection 4.21).

A faculty member is normally reviewed for tenure during the sixth year in a tenure-track position. The length of the probationary period may be modified in accordance with Section 4.05 of APS 900417 policy.

On rare occasions, truly outstanding faculty may be considered for tenure prior to completion of the probationary period. Early consideration of tenure requires the approval of the appropriate chair/director and Executive Director of Library Services (EDLS) (or appropriate administrator of the tenure unit) prior to the second Monday of October in the academic year in which tenure is to be considered. Special permission by the chair/director and/or EDLS (or appropriate administrators) does not imply a subsequently favorable recommendation. If approved for early consideration for tenure, the probationary period for that faculty member is effectively modified and the current year will be deemed the terminal year of the probationary period. No subsequent consideration of tenure shall be allowed beyond the new terminal year.

- 2.2 *Promotion.* Promotion to associate professor occurs in conjunction with tenure. Promotion to professor is granted as recognition of sustained performance, combined with efforts of continuous improvement. Promotion does not come automatically or with length of service. A faculty member normally establishes eligibility for consideration for tenure and promotion or promotion upon the completion of five and one-half (5-½) years in a tenure-track position or in the rank of associate professor, respectively. On rare occasions, truly outstanding faculty may be considered prior to this time. Early consideration of promotion requires the approval of the appropriate chair/director and EDLS prior to the second Monday of October in the academic year in which promotion is to be considered. Special permission by the chair/director and/or EDLS does not imply a subsequent favorable recommendation.

Nominations for consideration for promotion shall be addressed to the Department Promotion and Tenure Advisory Committee (DPTAC) in any of three (3) ways: (1) by the faculty member seeking promotion, (2) by another faculty member, or (3) by the department/school chair. (Note: For composition of the DPTAC, see APS 900417 Section 7 below and see APS 900417 Section 4.02 for a definition of the term “department/school chair” in this policy statement.) A faculty member is allowed to self-nominate for promotion to full professor once every three (3) years.

- 2.3 *Discretionary Nature of Promotion.* “The academic promotion of a faculty member is discretionary on the part of the President of the Component, the Chancellor, and the Board. Faculty members do not have an entitlement to a

prospective promotion rising to the level of a property interest; and the denial of a prospective promotion is not sufficiently stigmatic to constitute a liberty interest. No commitments, implied or otherwise, shall be made by any individual regarding faculty promotions without the prior written approval of the President, and all faculty promotions shall be subject to the approval of the Chancellor and Board. Faculty members who are not recommended for promotion shall not be entitled to a statement of reasons for the decision against the recommendation. However, supervisors are encouraged to offer suggestions for a program of professional development in teaching, scholarly or creative work, and leadership or service that may enhance the likelihood of promotion in the future” (see Rules and Regulations, Chapter V, Subsection 4.31).

- 2.4 Only members of the faculty with the academic rank of associate professor or professor may be granted tenure. Tenure and promotion from assistant professor to associate professor are linked at Sam Houston State University. A faculty member cannot be promoted to the rank of associate professor without a concomitant award of tenure. Tenure may be granted at the time of appointment to an academic rank of associate professor or professor, or initially tenure may be withheld pending satisfactory completion of a probationary period of faculty service.

3. THE ACADEMIC RANKS

- 3.1 SHSU shall utilize the following academic ranks for tenure-track and tenured faculty: assistant professor, associate professor, and professor. A terminal degree or special credentials are required for all tenure-track ranks.

3.2 Terminal Degrees and Special Credentials

- a. The term “special credentials” as used in this policy shall be defined to include the Certified Public Accountant license and other special credentials, insofar as these signify generally recognized levels of achievement, competence, and experience specifically applicable to particular academic fields.
- b. The term “terminal degree” as used in this document shall be defined as the highest academic degree customarily awarded in the field of study. This term may include the Master of Fine Arts, the Doctor of Jurisprudence, the Master of

Social Work, and a degree from an American Library Association accredited master's program.

- c. The term terminal degree for the SHSU College of Osteopathic Medicine (SHSU- COM) faculty implies Doctor of Osteopathic Medicine, Doctor of Medicine, Doctor of Philosophy, or Doctor of Pharmacy from accredited institutions. This may also include other doctoral level or terminal professional degrees in related areas with appropriate training and licensure/certification (if applicable). Practicing physician faculty, including Medical Educator and Clinical faculty, must hold an unrestricted license or be eligible for an unrestricted license to practice medicine in the State of Texas.

3.3 SHSU also recognizes dual appointments for SHSU-COM, as defined here.

Faculty members with dual appointments in SHSU-COM are faculty that hold a primary appointment at SHSU. These faculty members are only eligible for tenure and/or promotion through the process at their SHSU college of primary appointment.

4. GENERAL PROCEDURAL GUIDELINES

- 4.1 For purposes of tenure, the term “tenure unit” is defined as the faculty of a college which is not divided into smaller units, or of a department, or of an officially designated program or group of programs within a department, or of the Newton Gresham Library, who share in the obligations, rights, and protections of tenure within their discipline(s). An up-to-date list of the designated tenure units, within the present administrative structure at SHSU, shall be kept on file with the Provost and Senior Vice President for Academic Affairs (hereafter Provost) and available on the Academic Affairs website.
- 4.2 For ease of reference in the remainder of this document, the term “department” refers to each of the tenure units listed with the Office of the Provost. Furthermore, the term “department chair” refers to the relevant administrative official of the department/school within which the tenure unit is located.
- 4.3 *Years of service as tenure-track probationary faculty.* Only full-time service in the academic ranks of professor, associate professor, assistant professor, or any

combination thereof shall be counted toward fulfillment of a required probationary period related to the award of tenure. Periods during which a faculty member is on a personal leave of absence (including Family and Medical Leave) shall not be counted toward fulfillment of a required probationary period unless negotiated otherwise with the provost through the chair and EDLS of the respective tenure unit.

- 4.4 *Calculating years of service.* For purposes of calculating the period of probationary service, an “academic year” shall be the approximate nine-month period from September through May. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the beginning of the following academic year shall not be counted as academic service toward fulfillment of the maximum probationary period.
- 4.5 *Prior service credit.* At the discretion of SHSU, prior service in a tenure-track/tenured position of up to three (3) years at another university may be counted toward fulfillment of the required probationary period for tenure and promotion. Prior service credit shall be applied to the beginning of the probationary period (years 1-3). Teaching, scholarship and creative activities, and service activities during the years of credit shall be counted and included in the tenure and promotion dossier and shared with the DPTAC. Generally, any such agreement appears in the offer letter and initial contract of the faculty member at the discretion of the EDLS and Provost.
- 4.6 *Maximum probationary service and the duty of the University to give notice.* The maximum period of probationary faculty service at SHSU in tenure-track status in any academic rank or combination of the academic ranks of assistant professor, associate professor, or professor shall not exceed six (6) years of full-time academic service. Years during which the tenure clock is suspended (i.e., stopped or tolled) shall not count toward the maximum period of probationary service for that faculty member. However, all work accomplished while the tenure clock is suspended shall be included in the faculty member’s dossier and count as contributions toward tenure. Not later than August 31 of the last academic year of the maximum probationary period in effect, a tenure-track faculty member shall be given written notice that the subsequent academic year shall be the terminal year of employment or that beginning with the subsequent academic year, tenure shall be granted. If the employment of a tenure-track faculty member is to be terminated prior to the end of the maximum probationary period, notice shall be given in accordance with Subsection 4.10 below. Faculty members who have not

been granted tenure by the Board shall not be entitled to tenure by virtue of being employed past the probationary period, i.e., such faculty members do not have *de facto* tenure.

- 4.7 Suspension of the Probationary Period Employment *continuance for non-tenured faculty on the tenure track*.
- 4.71 Personal circumstances may justify the suspension of the tenure clock. It is the responsibility of the faculty member to provide appropriate documentation to demonstrate sufficiently why the request should be granted.
- 4.72 The Library Director will provide his/her recommendation concerning the request for a suspension of the tenure clock to the EDLS within ten (10) working days from receipt of the request.
- 4.73 The EDLS will provide his/her recommendation concerning the request for a suspension of the tenure clock to the Provost and Vice President for Academic Affairs within ten (10) working days from receipt of the department chair's recommendation.
- 4.74 The decision regarding the request for a suspension of the tenure clock shall be made by the Provost and Vice President for Academic Affairs within ten (10) working days from the date of receipt of the EDLS's recommendation.
- 4.8 All faculty appointments are subject to the approval of the Board. The University's commitment to employ a nontenured faculty member during the probationary period is limited to the term specified in the faculty member's contract for that appointment period. Any commitment to employ a nontenured member of the faculty beyond the period of the current appointment shall have no force and effect until approved by the Board.
- 4.9 *No conflicting appointments*. A person appointed to a faculty position with the rank of assistant professor, associate professor, or professor at SHSU may not, during the term of such appointment, hold a tenured or tenure-track position on the faculty of another educational institution. Appointments at SHSU to the above-specified ranks

shall be conditional upon the appointee having resigned any tenured position that the appointee may then hold as the faculty of another educational institution. The resignation must be effective prior to the effective date of the appointment at SHSU; otherwise, such appointment shall be void and of no effect. The acceptance of an appointment to a tenured or tenure-track position on the faculty of an educational institution outside SHSU shall be considered as a resignation of any faculty position with the rank of assistant professor, associate professor, or professor that such appointee may hold at SHSU.

- 4.10 *Written notice of non-reappointment and denial of tenure.* Written notice of a decision not to reappoint shall be given to a tenure-track faculty member no later than March 1 of the first or not later than December 15 of the second academic year of probationary service. After two (2) or more academic years, written notice shall be given not later than August 31 that the subsequent academic year shall be the terminal year of appointment. The notice required by this section is not applicable where termination of employment is for good cause or for faculty members who are appointed on a term basis.
- 4.11 *Reappointment and award of tenure.* Reappointment of nontenured members of the faculty to a succeeding academic year or the award of tenure shall be accomplished only upon the President's written recommendation and Board approval.
- 4.12 All faculty members shall keep the President or his/her designee, the Library Director, notified of their current mailing addresses.

5. CATEGORIES AND STANDARDS OF PERFORMANCE

For evaluative criteria pertaining to faculty members who are librarians, see Academic Policy Statement 810814, *Tenets for Academic Status for Professional Librarians* and Library Technical Services department practices for APS 980204.

- 5.1 Recommendations for reappointment, tenure, and/or promotion should consider the following categories and standards of performance.

A. Categories of Performance

1. Effectiveness in Librarianship

Effectiveness in Librarianship involves a wide range of activities and is defined for individual Technical Services librarians by their assigned job duties and areas of specialization/expertise as recorded in their job description. The department chair's rating of effectiveness in Librarianship should be based on as much supporting information demonstrating accomplishing assigned tasks from their job description as can be reasonably obtained. This supporting information should be organized into a portfolio and loaded into the current university FES software. It is to be completed by each faculty member and submitted to the department chair as input for the FES 1 score. Consult the documentation section in the Library Technical Services Department practices for APS 980204 for a list of recommended evidence for items, contributions, or activities.

Effective librarianship is achieved by

- a) performing the duties and tasks detailed in a librarian's job description, through ongoing development of knowledge required to do one's job effectively and mastery of professional skills that reflects evolving changes in scholarship and professional practice, as well as subject and/or collection expertise;
 - b) effective professional performance to internal and external clientele, such as patrons, donors, scholars, and vendors; and
 - c) effective communication inside and outside the library.
2. Scholarly and/or Creative Accomplishment: For most disciplines, this category consists of research and publication. In the Newton Gresham Library Technical Services Department, it may include other forms of technical and creative works and activities, as well as winning scholarly grants.

3. Service: This category includes service outside of job description tasks to students, colleagues, programs, departments, schools, colleges, the library, and the university; administrative and committee service; and service beyond the university to the profession, community, state and nation, including academic or professionally related public service.

B. Standards of Performance

To be recommended for an award of tenure and/or promotion, an applicant must document a sustained pattern of professional competence and effectiveness in each of the categories of performance listed in Section 5.01 A. In addition, the applicant should have a strategy for sustaining professional development throughout his/her career.

1. Associate Professor:

- sustained effective librarianship as defined by the job description and documented in FES.
- Sustained development of knowledge to do one's job effectively and mastery of technical skills.
- participation in professional development activities to update skills, understand and implement advances in the field, or to gain new expertise.
- evidence of research, creative activities, or scholarly work that contributes to her/his discipline or area of expertise; evidence of contribution in quality/significance of scholarly or creative contributions; evidence of contribution to the intellectual culture of the University. Exact thresholds of scholarship that must be met is found in appendix A.
- Promise of sustained growth in scholarly activity
- sustained, documented service to the University, profession, or community, as appropriate for the discipline

- demonstrated effectiveness, and professionalism in commitment to and accomplishment of the mission and goals of the library/university

2. Professor

- sustained, effective librarianship as documented by peer and department chair.
- leadership in program support, in acquisitions, organization of library resources, use of library resources, bibliographic systems, library technology and innovations in library activities
- participation in professional development activities to update skills, understand and implement advances in the field, or to gain new expertise.
- leadership in peer- or externally reviewed research, grantsmanship, creative activities, or scholarly work that contributes to his/her discipline or area of expertise; evidence of growth in quality/significance of scholarly or creative contributions; sustained contribution to the intellectual culture of the University
- sustained, documented leadership in service to the University, profession, or community, as appropriate for the discipline
- demonstrated effectiveness and professionalism in commitment to and accomplishment of the mission and goals of the library/university.

5.2 Faculty applicants for tenure and promotion are evaluated based on accomplishments for each of the three categories of performance. Weight for the categories match the university's 50% librarianship, 25% scholarship, 25% service.

5.3 All recommendations for reappointment, tenure, and/or promotion or assessment of progress toward such shall be based on the above categories and standards. Although these documents will be provided to the faculty member at the outset of employment in a tenure track position, it is the faculty member's responsibility to

know these criteria.

6. FACULTY REVIEW PORTFOLIO

- 6.1 For a faculty member to be considered for promotion and/or tenure, the faculty member must submit a Faculty Review Portfolio. This portfolio contains:
 - a. Curriculum vitae
 - b. Documentation of significance professional performance: this consists of all submitted annual FES portfolios
 - c. Summaries of peer and director reviews. The Faculty Review Portfolio may contain any additional information or materials that the individual deems pertinent for consideration. The Department Chair may, on behalf of the University, place in the portfolio file any additional information that may be pertinent to the faculty member's status.
- 6.2 Faculty are expected to maintain the highest level of standards and integrity and therefore, proven instances of academic fraud or dishonesty by faculty with regard to submitted material within the portfolio may be grounds for denial of tenure and/or promotion

7. DEPARTMENT PROMOTION AND TENURE ADVISORY COMMITTEE (LPTAC)

- 7.1 The DPTAC shall be an advisory body composed ordinarily of all the tenured faculty members appointed in the tenure unit. The DPTAC shall elect a chair in collaboration with and subject to the approval of the respective department chair and EDLS. The chair of the department shall make introductory comments and answer questions of an administrative nature before recusing themselves from the DPTAC deliberations.
- 7.2 If the DPTAC, when constituted in accordance with section 7.01, has fewer than four (4) tenured members, then the department chair and either (a) the probationary faculty member or (b) the person to be considered for promotion shall each submit to the EDLS a list of three (3) names of tenured faculty members from

other tenure units who are qualified to serve on the DPTAC. The nominations shall be accompanied by documentation of the nominees' relevant qualifications. The EDLS shall appoint members from these lists until there are at least four (4) members of the DPTAC. The DPTAC shall elect a chair in collaboration with and subject to the approval of the department chair and EDLS. If the need arises to replace a member of the DPTAC, the EDLS shall follow the same procedure.

- 7.3 The DPTAC shall review the performance of the probationary faculty member every year beginning with the second year of employment and continuing until a final recommendation concerning tenure is made. In the case of promotion of tenured faculty (e.g., associate professor to professor), the DPTAC shall conduct a review of progress promotion every year beginning with the second year after the previous promotion and continuing until promotion occurs. To the greatest extent possible, the DPTAC for a tenure-track faculty member shall remain consistent until the tenure review/vote of that respective faculty member.
- 7.4 The full DPTAC shall limit its recommendations to tenure decisions. Decisions about promotion shall be made by all members of the DPTAC holding at least the rank for which the candidate is being considered for promotion. Each DPTAC member shall vote on a recommendation for or against tenure and/or promotion (including recusals or abstentions), and all votes by the committee shall be by secret ballot. DPTAC members must be present to vote unless on faculty developmental leave or other approved leave. In accordance with section 2.04 of this policy, since a faculty member may not be promoted to the rank of associate professor without a concomitant award of tenure, a single combined vote shall be taken for candidates being considered for tenure and promotion to associate professor. A separate record of the vote count for tenure and/or promotion from the DPTAC members shall be transmitted to the appropriate administrator for each candidate. All DPTAC discussions during review of tenure and/or promotion dossiers shall remain confidential unless precluded by law, court order, or the Rules and Regulations. Electronic recording of DPTAC proceedings is prohibited. A DPTAC-approved written recommendation summary, including formative feedback and DPTAC votes, shall be the only records created by the committee.
- 7.5 In addition to annual reviews, an extensive review shall be conducted during the spring semester of the faculty member's third academic year of probationary

service by the DPTAC, as well as the department chair and EDLS. The review shall include an indication of the degree of consensus of the DPTAC, in the form of a preview vote, regarding the probationer's progress toward tenure. The actual result of the DPTAC vote shall be reported in a DPTAC-approved written summary by the DPTAC chair to the department chair, with a copy of the result sent to the faculty member. A written summary of the DPTAC's assessment and the department chair's review shall be kept in the probationer's tenure file and sent to the EDLS's office for the faculty member's permanent files.

- 7.6 If a department chair does not hold either tenure or the rank under consideration for the faculty member under DPTAC review, the EDLS shall appoint a chair with tenure and appropriate rank for the department chair review. The appointed chair shall work in consultation with the department chair of the tenure unit when making the recommendation. The department chair shall submit a letter of evaluation (but not recommendation) to the appointed chair, and the department chair's letter shall be submitted with the appointed chair's recommendation. If the EDLS does not hold either tenure or the rank under consideration for the faculty member under DPTAC review, the provost shall appoint a dean with tenure and appropriate rank for the college review. The appointed dean shall work in consultation with the EDLS of the tenure unit when making the recommendation. The EDLS shall submit a letter of evaluation (but not recommendation) to the appointed dean, and the EDLS's letter shall be submitted with the appointed dean's recommendation.

8. REVIEW OF PROBATIONARY FACULTY

- 8.1 Formative review of faculty is an ongoing process and is informed by annual FES reviews as described in APS 820317, The Faculty Evaluation System for Tenured and Tenure-Track Faculty. A faculty member in the first year of probationary service as an assistant professor, or nontenured associate professor is reviewed by the department chair based on the performance categories outlined above. If the progress of the faculty member toward meeting the required standards of performance is found to be insufficient, the chair may recommend to the EDLS a non-reappointment of the faculty member.
- 8.2 Beginning with the second year of probationary service, the faculty member shall be reviewed annually by the DPTAC. Copies of the annual DPTAC reviews shall be provided to the department chair and the chair shall review DPTAC findings with the probationary faculty member. If the progress of the faculty member

toward meeting the standards of performance required for eligibility for tenure and promotion to associate professor is found to be inadequate, the chair shall make a recommendation to the EDLS. The EDLS shall decide and, if the faculty member is not to be renewed, notify the faculty member in writing in accordance with section 4.10 of this policy.

- 8.3 If the performance of the faculty member is found to be satisfactory to continue in probationary status based on performance expectations established at the departmental level, the department chair shall discuss the results of the review with the faculty member (with a view toward improving performance) and provide the faculty member with a copy of the DPTAC's written summary. This written summary shall also be shared with the EDLS who may provide written feedback to the probationary faculty member under review as part of the annual review process.

9. ELIGIBILITY FOR COMMITTEE SERVICE

Department chairs, EDLS, and vice presidents are not eligible to serve on the DPTAC in their respective tenure units. Faculty members with an administrative appointment of 0.5 FTE or less, shall retain voting rights on the DPTAC in their tenure unit. Faculty members who hold administrative appointments of greater than 0.5 FTE may serve on DPTACs outside of their tenure unit with the approval of the provost.

10. APPOINTMENTS OF PROFESSORS

Special appointments to the rank of professor may be with tenure except when the appointment is that of visiting professor, which is a non-tenure-track rank.

11. REVIEW TIMETABLE AND PROCEDURES

The individual faculty member is responsible for preparing and submitting all materials to be considered for promotion and tenure. The Office of the Provost shall post a specific calendar at the start of each academic year. However, the review process and the approximate annual timetable for the review procedure are as follows:

1. By First Monday in October
2. EDLS shall receive a list from the Office of the Provost of all faculty members who are eligible for either promotion and/or tenure.
3. By the Second Monday in October the respective chairs shall notify each faculty member who is eligible for consideration for promotion and/or tenure. Individual faculty members who are not notified may also choose to apply; these faculty members must meet the same standards of performance as those who are notified by their chairs and must notify their chairs and EDLS in writing of their intention to apply by the second Monday in October.
4. By First Monday in November the DPTAC shall submit the name of the elected DPTAC chair to the department chair.
5. By Second Monday in January Each individual faculty member who intends to be considered for promotion and/or tenure must submit a complete Faculty Review Portfolio to the chairperson of the DPTAC.
6. Upon submission, the DPTAC shall have three (3) weeks to evaluate the portfolio (Weeks 1-3 after the second Monday in January). The chairperson of the DPTAC shall submit a DPTAC-approved summary recommendation including formative feedback with DPTAC vote to the department chair and shall send a copy of the summary recommendation letter and vote to the candidate. Each Faculty Review Portfolio must be forwarded with a separate recommendation for or against promotion and/or tenure. The recommendation letter shall also include a tally of the vote in terms of the number in favor and against. In matters where a conflict of interest arises, members of the DPTAC shall recuse themselves from the process, and the reason for the recusal documented. Abstentions are permitted but should be rare. If DPTAC members participating in the review process choose to abstain from voting, any abstentions must be included in the tally. This recommendation becomes part of the Faculty Review Portfolio.

7. The department chair shall have one (1) week to make a recommendation (week4). The department chair shall forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the EDLS and shall send a copy of the recommendation letter to the candidate. A separate recommendation letter must accompany each portfolio. This recommendation becomes part of the Faculty Review Portfolio. In the case when a department chair does not have tenure and/or does not hold the rank for which the candidate is being considered for promotion, the chair shall not make a recommendation but instead shall consult with a chair who does meet these criteria (preferably from the same college) who shall make the recommendation.
8. The EDLS will have two (2) weeks to make a recommendation (weeks 5-6). The EDLS shall forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the provost and shall send a copy of the recommendation letter to the candidate. This recommendation becomes part of the Faculty Review Portfolio. In the case when a EDLS does not have tenure and/or does not hold the rank for which the candidate is being considered for promotion, the EDLS shall not make a recommendation but instead shall consult with a dean who does meet these criteria who shall make the recommendation.
9. The provost shall have two (2) weeks to make a recommendation (weeks 7-8). The provost shall forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the University President and shall send a copy of the recommendation letter to the applicant. This recommendation becomes part of the Faculty Review Portfolio.
10. The University President shall send a recommendation to the Board for consideration at its spring meeting. The President shall officially notify the faculty member after the Board has acted on the recommendation.

12. APPEALS

Faculty members who are denied promotion and/or tenure have the right to appeal. All appeals shall follow the established policies and procedures for

faculty grievances (see Academic Policy Statement 820830). All appeals must be initiated by September 1 of the calendar year in which the denial of promotion and/or tenure occurs.

13. REVISIONS TO THIS POLICY

Substantive proposals for revisions to this policy shall be submitted to the Library Technical Services Tenured Faculty, the Director of the Library Technical Services, the Executive Director of Library Services, and the Provost.

Appendix A
GUIDELINES FOR TENURE AND PROMOTION
Newton Gresham Library

For Award of Tenure – Promotion to Associate Professor

Candidates must possess the appropriate terminal degree and normally must have at served at least five and one-half years as an Assistant Professor. Candidates should demonstrate consistency and growth in their librarianship, scholarly activity, professional development, and service to all stakeholders, professionalism, and cooperation within the Newton Gresham Library and the University. Guidelines for consideration for promotion to Associate Professor include:

Librarianship and Professional Development:

- Acceptable performance as defined in the department FES standards.
- Evidence of performing job duties at a professional quality level.
- Evidence of development and incorporation of new materials and technology where appropriate
- Evidence of exercising informed, judgment to enhance Library services and augment Library resources
- Evidence of participation in professional development.
- Potential of sustained contribution to the library and university

Research and Scholarly Activity:

- Active participation in scholarly achievement as evidenced by a combination of items or activities from the Library's Criteria for Scholarly and/or Creative Accomplishments (See Appendix B, Category 2). During the normal term in rank there should be least five (5) citations for scholarly endeavors featuring original content, with at least one (1) being in a peer-reviewed journal, awarding of a scholarly grant of significant amounts (\$100,000.00), or a book published by a recognized scholarly publisher.
- Promise of sustained growth in scholarly activity

Professional Service:

- A record of continuing service to the Library, University, profession, and community.

For Promotion to Professor – Research Intensive

For promotion to Professor, candidates must possess the appropriate terminal degree and normally must have served at least five and one-half years as an Associate Professor. A candidate must demonstrate the levels of attainment at the level described below in the criteria appropriate to their work assignment, a history of leadership and cooperation at all university levels, and a likelihood of continuing excellence. Guidelines for consideration for promotion to Professor include:

Librarianship and Professional Development

- Exemplary performance as measured by the department FES standards.
- Sustained evidence of development and incorporation of new materials and technology where appropriate
- Sustained evidence of exercising informed, professional initiative and judgment to enhance Library services and augment Library resources
- Sustained record of participation in planning and development of library programs and activities.
- Sustained evidence of ability to perform job duties
- Sustained attendance at or participation in professional conferences, seminars, workshops, or short courses (continuing professional education)
- Sustained active membership in appropriate professional organizations
- Sustained participation in educational activities of professional organizations

Research and Scholarly Activity:

- Active participation in scholarly achievement as evidenced by a combination of items or activities from the Library's Criteria for Scholarly and/or Creative Accomplishments (See Appendix B, Category 2). During the normal term in rank there should be least six (6) citations for scholarly endeavors featuring original content, with at least three (3) being in peer-reviewed journals, successful grants of significant amounts (\$100,000.00), or a book published by a recognized scholarly publisher.

Professional Service:

- A sustained record of continuing service to the Library, University, profession, and community.

For Promotion to Professor – Librarianship Intensive

For promotion to Professor, candidates must possess the appropriate terminal degree and normally must have at served at least five and one-half years as an Associate Professor. A candidate must demonstrate the highest levels of attainment in the criteria appropriate to their work assignment, a history of leadership and cooperation at all university levels, and a likelihood of continuing excellence and achievement. Guidelines for consideration for promotion to Professor include:

Librarianship and Professional Development:

- Exceptional performance as measured by the department FES standards.
- Sustained evidence of where appropriate development and incorporation of new materials and technology where appropriate
- Evidence of sustained exercising of informed judgment to enhance library services and augment library resources.
- Sustained evidence of performing job duties at the highest levels and leading projects. Sustained attendance at or participation in professional conferences, seminars, workshops, or short courses (continuing professional education)
- Sustained participation in educational activities of professional organizations

Research and Scholarly Activity:

- Active participation in scholarly achievement as evidenced by a combination of items or activities from the Library's Criteria for Scholarly and/or Creative Accomplishments (See Appendix B, Category 2). There should be an average of 3 or more citations every five years with at least one citation in a peer-reviewed journal, book chapter, successful scholarly grant of significant amount (\$100,000.00), or book published by a recognized scholarly publisher.

Professional Service

- A sustained record of continuing service to the Library, University, profession, and community.

APPROVED:

Michael J. Hanson

Department Chair/Director of Library
Technical Services

DATED: 22 November 2022

APPROVED:

Eric D Owen

Executive Director of Library Services

DATED: 29 November 2022

APPROVED: _____

Provost and Vice President for Academic
Affairs

DATED:

Appendix B
Newton Gresham Library
Tenure and Promotion Criteria with
Documentation for each Category

Category 1 –Librarianship

Librarianship within the University setting involves a wider range of activities than classroom instruction. Effective Librarianship is achieved through ongoing development of knowledge required to do one's job effectively and mastery of professional skills. Evaluation of librarian effectiveness will be based upon the duties outlined in the candidate's job description. Successful candidates will show evidence from the outset or sustained improvement over time.

Documentation of Librarianship

Documentation of Professional Contributions may include, but is not limited to, the following: Professional Responsibilities/Activities:

- Summary description of Professional Responsibilities/Activities
- Portfolio of materials developed such as policies, procedures, manuals, guidelines, handouts, and bibliographies
- Examples of training materials
- Other materials appropriate to the specific position
- Course work for an advanced degree, continuing education credit from a professional organization or agency, participation in workshops, seminars, and conferences

Documented Outcomes

- Assessment of Library services and resources
- Use statistics
- Comparisons of Library resources to those of peer institutions and collection evaluation measures
- Evidence of enhanced access to materials and resources
- Evidence of enhanced organization of materials
- Grant and contract proposals developed and submitted to funding agencies

Assessments of Professional Effectiveness

- Statements from administrators
- Statements from colleagues on observations of professional effectiveness and contributions
- Statements from students, faculty and staff

- Responses to accreditation reviews

Eminence Measures

- Honors, nominations, or recognition for meritorious professional contributions from campus and professional associations and other outside agencies
- Invitations to teach, lecture, or present workshops
- Other relevant awards or commendations

Self-reflection and Appraisal

- Evidence of steps taken to evaluate and improve professional performance
- Career goals, projected professional development

Category 2 - Scholarly and/or Creative Accomplishments

Librarians publish in a number of arenas and each benefit the Library and the University in different ways. The same is true for artistic performance or exhibitions.

1. Research for scholarly dissemination, including electronic, within the discipline of Library Science or other fields. Documentation includes, but is not limited to:
 - Acceptance or publication of a book with a reputable academic publisher
 - Acceptance or publication of scholarly articles in peer reviewed journals
 - Acceptance or publication of articles in professional journals
 - Acceptance or publication of a book chapter
 - Acceptance or publication of an edited work
 - Submission or acceptance of a grant
 - Presentations at professional associations
 - Development of instructional technology used outside the library
 - Acceptance or publication of indexes, abstracts, book reviews, essays, encyclopedia entries, and bibliographies
 - Artistic performance or exhibition
2. Research for scholarly dissemination, including electronic, and creative accomplishment in fields other than Library Science. Documentation includes, but is not limited to:
 - Acceptance or publication of a book
 - Acceptance or publication of scholarly articles in peer reviewed journals

- Acceptance or publication of articles in professional journals.
 - Acceptance or publication of a book chapter
 - Acceptance or publication of an edited work
 - Artistic performance or exhibition
 - Presentations to professional associations
 - Acceptance or publication of indexes, abstracts, book reviews, essays, encyclopedia entries, and bibliographies
3. Research and publication directly related to the Library. Documentation includes, but is not limited to:
- Development of indexes and bibliographic tools
 - Grant and contract proposals developed and submitted to funding agencies

Category 3 -- Service Activity

A successful librarian demonstrates significant contributions to the University's mission of teaching, research, and service.

Scope of Service

Service is of four types: (1) service to the Library includes activities which support the Library operations and mission; (2) service to the University embraces activities which sustain the University and enable it to carry out its academic goals; (3) service to the discipline contributes to the function and effectiveness of the faculty member's profession and discipline; and (4) service to external communities reaches out to constituencies such as local organizations, government agencies, industry, and the arts where academic knowledge intersects with practical affairs and problem solving.

1. Service to the Library comprises, but is not limited to:
 - Serving on Library committees or other appointed, elected or ad-hoc groups
 - Mentoring Library faculty and staff
 - Developing Library promotion programs and services for the campus community
 - Collaborating/partnering with University units to develop programs which advance the mission, goals and objectives of the University and the Library
2. Service to the University comprises, but is not limited to:
 - Serving on University committees or other appointed, elected or ad-hoc groups

- Participating in campus governance
- Mentoring other campus faculty and staff
- Serving as a campus representative in support of University promotion and advancement
- Collaborating/partnering with University units to develop programs which advance the University mission, goals and objectives

3. Service to the Discipline comprises, but is not limited to:

- Organizing workshops or other activities on behalf of professional groups
- Writing external reviews of the work of colleagues for promotions and tenure or other professional awards and acknowledgments
- Participating on committees, working groups, etc., of professional organizations whether appointed, elected, or ad-hoc.
- Editor or editorial board member of professional or peer reviewed journal

4. Service to External Communities comprises, but is not limited to:

- Adjudicating for competitions in the arts, sciences, and humanities
- Testifying before the legislature and Congressional committees
- Serving as an expert for agencies, organizations, and media outlets
- Collaborating with schools, other libraries, and civic agencies to develop policies or programs which advance the University or Library mission
- Conducting program, policy, and personnel evaluation research for other institutions and agencies
- Consulting and providing technical assistance to public and private organizations
- Volunteering in community
- Participating in online transcription projects

Documentation of Service Activity can include, but is not limited to:

1. Descriptions of Service Activities

- Summary of responsibilities and activities
- Analysis of work accomplished

2. Documented Outcomes

- Number of people served and benefited
- Official documents and reports resulting from an activity

- Describe service activity and the benefits to the University
- Log of activities e.g., programs presented, including hours contributed
- Visibility of the activity, e.g. international, national, regional, local
- Letters of appointment to committees, teams, etc.

3. Assessment of Service

- Evaluations and letters from service recipients
- Evaluations from sponsoring organizations
- Evaluations from faculty colleagues and other peers
- Evidence of Honors or awards recognizing service
- Election or appointment as officer in professional organizations, faculty committees, and/or Library committees

APPROVED:

Michael J. Hanson

Department Chair/Director of Library
Technical Services

DATED: 22 November 2022

APPROVED:

Eric D Owen

Executive Director of Library Services

DATED: 29 November 2022

APPROVED:

Provost and Vice President for
Academic Affairs

DATED: