

Tenure and Promotion Policy

Odum Library Valdosta State University

(2023 Revision)

Odum Library's performance expectations emphasize excellence in librarianship, service to the profession and university, and scholarship.

Statement on the Terminal Professional Degree for Academic Librarians

The Master's Degree from a program accredited by the American Library Association, or from a program in a country with a formal accreditation process as identified by ALA's Human Resource Development and Recruitment Office, is the appropriate terminal professional degree for academic librarians. <http://www.ala.org/acrl/standards/statementterminal>. This is an international standard on qualification for an academic faculty librarian.

1. Composition of the Library Tenure and Promotion Committee

- a) Odum Library's Tenure and Promotion Committee (LTPC) is presided over by a committee chair; who holds a voting facilitator position. All tenured faculty are automatically members of the Odum Library's Tenure and Promotion Committee.
- b) The University Tenure and Promotion Committee member is appointed by the Dean of Libraries and holds a nonvoting position on the library tenure and promotion committee.
- c) All committee members of the library faculty can vote on all tenure decisions and for promotions to assistant or associate professor. A simple majority of committee members will constitute a quorum. No votes on any personnel action will be taken unless there is a quorum, and only faculty members in attendance may vote.
- d) Committee members under discussion for a personnel action will recuse themselves for that part of the meeting.
- e) For promotions to full professor, there should be a review committee composed of three faculty members. If three full professors are not part of the LTPC, one of the members can be an associate professor from the library faculty. If necessary, full professors from outside the library can serve on the review committee.

2. Timeline and Levels of Review

- a) The University Tenure and Promotion Committee (UTPC) and the campus academic administration control the timeline for promotion and tenure at Valdosta State University. However, Odum Library does not have the organizational structure of most departments on campus. As such, the LTPC timeline differs slightly (see Table 1 below).
- b) There are up to three levels of review for faculty librarians: the department head, the Library Tenure and Promotion Committee, and the Dean of Libraries. At each level, a summative recommendation letter will be written and included in the candidate's dossier to move forward to the next level of review. In each case, letters will be DocuSigned and forwarded to the manager of the OneDrive Dossier. This is typically the chair of the LTPC

unless they are undergoing their own post-tenure review or promotion in which case it is a designated member of the LTPC.

Table 1: Pre-Tenure, Tenure, Post-Tenure, and Promotion Submission Timeline

Action	Responsible	Recommended Completion Date
Attend institutional training seminars about the tenure and promotion process at VSU; Review department, college, and institutional tenure and promotion policies and procedure	Faculty Member	Prior to submitting dossier
Remind faculty of upcoming application due date	Department Head	2nd Monday in April
The Dean of Libraries will inform library faculty of all internal deadlines each year by the first of June.	Dean	First of June
Chair/Chair Proxy of the LTPC creates OneDrive folder for candidate	LTPC Chair or Chair Proxy	4th Wednesday in August
Candidate submits dossier to LTPC Chair/Chair Proxy in OneDrive	Faculty member	4th Wednesday in September
Review applications for tenure and promotion; Provide report/recommendation for pre-tenure, tenure, post-tenure, and/or promotion to candidate and college tenure and promotion advisory committee; Meet with any faculty who will not receive departmental approval for the personnel action under consideration; If there is a non-support of the candidate's action, the candidate can withdraw the dossier or submit further explanation/clarification (without including additional review materials), that may include documentation justifying reasons for further consideration to the next level.	Department Head	2nd Wednesday in October (~2 weeks)
Review applications for pre-tenure, tenure, post-tenure, and/or promotion; Provide report/recommendation for pre-tenure, tenure, post-tenure and/or promotion to candidate and Dean	LTPC	4th Wednesday in October (~3 weeks)
Review applications for pre-tenure, tenure, post-tenure, and/or promotion; Review committees' recommendations and Department/Unit Head's/Director's recommendations; Provide report/recommendation for tenure and/or promotion to candidate and Provost and VPAA; Provide letter of notification for pre-tenure or post-tenure to candidate and Provost/VPAA; Meet with any faculty who will not receive college approval for the personnel action under consideration; If there is a non-support of the candidate's action, the candidate can withdraw the dossier or submit further	Dean	2nd Wednesday in November (~2 weeks)

explanation/clarification (without including additional review materials), that may include documentation justifying reasons for further consideration to the Dean		
Forward dossier materials for University Tenure and Promotion Committee (UTPC) in OneDrive	Office of Academic Affairs	1st Wednesday in December

Refer to University Timeline for the timeline for the next steps in the Tenure and Promotion process <https://www.valdosta.edu/academics/academic-affairs/documents/tenure-promotion-timeline.pdf>

3. Pre -Probationary Credit

At the time of appointment, up to three years of credit towards tenure may be allowed for service in tenure-track positions at other institutions.

The request for credit towards tenure is “based on years of higher education experience” at a previous institution. This request occurs during the hiring process and award is in writing from the President. Once the faculty is hired, a request for credit cannot be granted.

4. Faculty Tenure

Tenure represents a substantial commitment of the institution to the faculty member and, as such, comes as a result of serious evaluation on behalf of the institution and careful preparation by the faculty member. Guidelines and Qualifications for Tenure are outlined below:

- a) A faculty member *may* apply for tenure during the Fall semester of his/her *fifth* year of service at the rank of Assistant Professor.
- b) A faculty member *must* apply for tenure by the Fall semester of his/her *sixth* year at the rank of Assistant Professor.
- c) A faculty member appointed at the rank of Assistant, Associate, or Full Professor has a total of six years to achieve tenure.

5. Pre-Tenure Review

- a) In the third tenure-track year, the faculty member makes a dossier (see Appendix 1) available in OneDrive to the department head, if applicable, the Library Tenure and Promotion Committee, and the Dean of Libraries, including evidence of “Superior Teaching, Outstanding Service to the Institution, Academic Achievement, and Professional Growth and Development,” as defined by the Board of Regents in Section 8.3.7.4 Award of Tenure. The UTPC describes these areas as “teaching and student learning,” “scholarship,” and “service,” thus conflating several of the BOR categories.
- b) The faculty member will receive written feedback from the Library Tenure and Promotion Committee and the Dean of Libraries on his or her progress towards tenure. A positive response at Pre-Tenure Review does not guarantee the granting of tenure.

6. Tenure Review

Approximately two years after Pre-Tenure Review, the faculty member may apply for Tenure Review. See the appropriate sections of the *Board of Regents Policy Manual*, Section 8.3.7 for a full discussion of the tenure process.

7. Qualifications for Tenure

- a) Satisfactory documented performance of primary faculty assignment
- b) Membership in state and/or national professional organizations; including committee memberships
- c) Membership on campus committees
- d) Membership on library committees
- e) Presentations at professional conferences (3 presentations required)
- f) Minimum one peer reviewed article OR peer reviewed book chapter, OR authorship of a monograph, (see *Odum Library Faculty Rubric*)
- g) Minimum one additional scholarly activity, (see *Odum Library Faculty Rubric*)
- h) Campus, community, or statewide service activities or campus conference activities
- i) Work towards a second graduate degree to be completed before promotion to associate professor (encouraged, but not required)
- j) Evidence of internal and external grant development (encouraged, but not required)

In any discussion of tenure, it is necessary to state that *eligibility for tenure, relative to rank and years in service, does not imply/guarantee readiness for tenure.*

8. Post-Tenure Review

- a) Librarians undergo Post-Tenure Review every five years after the most recent personnel action.
- b) The purpose of and rules for Post-Tenure Review are in the *Faculty Evaluation Model*, Section VIII at Valdosta State University (<https://www.valdosta.edu/academics/academic-affairs/faculty-evaluation-model.php>).

9. Promotion

9.1. Promotion from the rank of Assistant Professor to Associate Professor

Candidates are eligible to apply for early promotion to associate professor after serving a minimum of four years at the rank of assistant professor.

Prior to promotion to associate professor the candidate will show:

- a) Satisfactory, documented performance of primary faculty assignment
- b) Membership in state and/or national professional organizations (including committee memberships)
- c) Membership on campus committees
- d) Membership on library committees

- e) Presentations at professional conferences (3 presentations required)
- f) Minimum one peer reviewed article OR peer reviewed book chapter, OR authorship of a monograph (see *Odum Library Faculty Rubric*)
- g) Minimum one additional scholarly activity, (see *Odum Library Faculty Rubric*)
- h) Campus, community, or statewide service activities or campus conference activities
- i) Work towards a second graduate degree to be completed before promotion to associate professor (encouraged, but not required)
- j) Evidence of internal and external grant development (encouraged, but not required)

9.2. Promotion from the rank of Associate Professor to Full Professor.

A candidate is eligible to apply for promotion to Full Professor after a minimum of five years as an Associate Professor. This promotion marks the pinnacle in professional achievement. It is reserved for those faculty members who have clearly taken a leadership role in the profession, both inside and outside of VSU.

The candidate for promotion to Full Professor will show:

- a) Satisfactory documented performance of primary faculty assignment
- b) A second graduate degree, either a master or a doctorate
- c) Any additional certifications needed for recognized excellence in the performance of his/her faculty role, if applicable
- d) Minimum of three peer reviewed products, such as peer reviewed articles OR peer reviewed book chapters, OR authorship of a monograph, OR other peer reviewed scholarly activity, including those for previous promotions, one of which must have been since the last promotion (see *Odum Library Faculty Rubric*)
- e) Membership and active participation on committees at library, campus, and state or national levels
- f) Evidence of strong contribution to scholarship supporting the profession through conference participation (four or more presentations in addition to those at previous levels)
- g) Minimum three additional scholarly activities in addition to those at previous levels (see *Odum Library Faculty Rubric*)
- h) Evidence of leadership (such as grant writing activity, leadership in projects with statewide or national impact, service as department or unit head, officer on a university, state, or national level committee)
- i) Evidence of growth as a mentor to students and/or junior faculty and in the profession generally

Bibliography

Numerous documents inform this policy. Candidates should be familiar with all of the following:

Board of Regents Policy Manual, Section 8.3.7.4. Award of Tenure,”

<https://www.usg.edu/policymanual/section8/C245/>

This is the overall governing document for tenure at all USG institutions. In some cases, VSU’s policy conflates certain terms, such as academic achievement or professional growth into simply scholarship. Because decisions about tenure and promotion rest at the presidential level, if there seems to be a contradiction, the UTPC Policy is the governing document.

The Faculty Evaluation Model (FEM) (approved April 21, 2022)

<https://www.valdosta.edu/academics/academic-affairs/faculty-evaluation-model.php>

This is document that guides the Annual Faculty Activity Report and Action Plan (AFARAP) during the annual faculty evaluation.

Odum Library Faculty Rubric (approved May 2022)

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Odum_Library_Faculty_Rubrics_signed.pdf

In fulfilling Odum Library’s mission, librarians practice their profession as faculty, distinct from teaching and research faculty in a school of library science. Librarians contribute to the theoretical and practical body of knowledge in librarianship through a wide range of scholarly activities, including but not limited to studies published in peer-reviewed professional literature. Librarians are encouraged to develop innovative projects or try new/innovative approaches that have not yet been anticipated. Please refer to the *Odum Library Faculty Rubric* for a non-exhaustive list of scholarship examples.

Valdosta State University Faculty Handbook

<https://www.valdosta.edu/academics/academic-affairs/faculty-handbook/>.

This document has the most thorough description of the pre-tenure and post-tenure review process available. The UTPP, linked above, takes precedence in case of any contradictions regarding tenure or promotion generally.

Valdosta State University Tenure and Promotion Policies and Procedures

<https://www.valdosta.edu/academics/academic-affairs/tenure-and-promotion-procedures.php>.

This is the document that governs Tenure and Promotion at Valdosta State University. All aspects of this document, except for those of the dossier noted above, apply to the librarian’s application for tenure or promotion in Odum Library. It is also the document that governs the University Tenure and Promotion Committee, where all applications for tenure and promotion must be voted upon after the vote of the college committee.

Appendix 1

Procedures for Dossier Development in OneDrive Odum Library, Valdosta State University

Valdosta State University has transitioned to online submission of dossiers for candidates wishing to apply for Tenure and Promotion.

Summary of Procedures

Each candidate will have a unique folder created for them in OneDrive. The procedures outlined below serve to assist candidates in the organization and uploading of digital content to their OneDrive folder.

File Characteristics

Please follow the guidelines below in naming files uploaded to OneDrive.

- Files uploaded to OneDrive should primarily be PDF or Word documents.
 - Documents that require editing (DocuSign) should be uploaded as Word documents.
 - If additional files are to be included in the dossier, hyperlinks to external resources can be provided in the PDF documents.
 - Note: external hyperlinks may not be preserved when the dossier is sent to the UTPC.
- File name should NOT contain the following characters: ~ “ # % & * : < > ? / \ (|)
- File size should not be over 5 GB
- Candidate should have backups of all files external to OneDrive
- All files should be constructed with the following elements
 - candidates last name as the first portion
 - Capital S indicating the *section* and *number* in abbreviated form associated with the UTPC or LTPC Policies, preceded and succeeded by an underscore
 - To force order to the documents, add an underscore, sequence number, underscore
 - A descriptive name for the document preferably not using spaces

Example:

LastName_S1_B_DescriptiveNameofDocument

LastName_S1_B_i_DescriptiveNameofDocument

Shared Folder Characteristics

- The LTPC Chair / Chair Proxy will create a shared folder with the standard nomenclature: Last_First_PersonnelAction
 - Example: Doe_Jane_Tenure Promotion to Associate
- A candidate can apply for Tenure and Promotion to Associate in the same year. The candidate will use one OneDrive folder but must do a separate cover sheet for each personnel action.

Organization of OneDrive Folders

The following organization is not prescriptive but suggestive of how the UTPC and LTPC can be reconciled into a single outline. Candidates should arrange the subsections in a logical order that aligns with their contributions and strengths. This list is comprehensive for all levels and actions. As such, omit/remove those subsections that are not relevant to the personnel action.

01- Pre-Loaded Guides for the Candidate

- A. VSU Tenure and Promotion Policy
- B. Odum Library Tenure and Promotion Policy
- C. Odum Library Timeline
- D. Faculty Evaluation Model

02- Review Letters

- A. Department Review Letter (uploaded by LTPC Chair or Proxy)
 - a. Physical copy delivered to candidate
- B. Committee Review Letter (uploaded by LTPC Chair or Proxy)
 - a. Physical copy delivered to candidate
- C. University Tenure and Promotion Review Letter
 - a. Print letter from UTPC, will not be added to OneDrive
- D. Provost Letter
 - a. Print letter from Provost or designee, will not be added to OneDrive
- E. President Letter
 - a. Print letter from President or designee, will not be added to OneDrive

03- Section I. Cover and Vita

- A. Cover Page [per UTPC guidelines]
- B. Vita [per UTPC guidelines]
- C. Application Form [instead, submit letter of intent to Dean]

04- Section II. Evaluations

- A. LPTC Policy [per UTPC guidelines]
- B. Annual Faculty Evaluations for each year under review [per UTPC guidelines]

05- Section III. Teaching and Student Learning (or alternative primary faculty assignment)

- A. List of Documents [per LTPC guidelines]
- B. Current Job Description [per LTPC guidelines]
- C. Narrative Statement [per LTPC guidelines]
- D. Letters of Recommendation (Optional) [per LTPC guidelines]
- E. Evidence of Performance of Primary Faculty Assignments [per LTPC guidelines]
- F. Guided Independent Study, Internships, or other Teaching Responsibilities
 - a. Thesis and Dissertation Committee Activities [per UTPC guidelines]

- G. SOI Results (Candidates Summary of numerical score and comments) (only as applicable) [per UTPC guidelines]
- H. Peer Evaluation of Teaching (only as applicable) [per UTPC guidelines]
- I. Evidence of Student Learning [per UTPC and LTPC guidelines]
 - a. Additional Evidence [per UTPC guidelines]
 - i. Student mentoring activities
 - ii. Effective implementation of High-Impact Practices and/or experiential learning activities
 - iii. Engagement in teaching practices supporting diversity, equity, and inclusion
 - iv. Selected examples of course syllabi and/or course outlines, exams, and other assignments to illustrate high impact, innovative, or experiential practices
 - v. Evidence of course or curriculum development activities
 - vi. Evidence of innovative instruction
 - b. Student, Faculty comments [per LTPC guidelines]
 - c. Student-faculty conference presentations [per LTPC guidelines]
 - d. In-House surveys [per LTPC guidelines]

06- Section IV. Research, Scholarship, Professional Growth, and Creative Production.

- A. Narrative Statement (optional) [per LTPC guidelines]
- B. Chronological List of Peer-Reviewed Articles or other Creative Accomplishments in reverse chronological order [per UTPC guidelines]

Each item should be saved as its own PDF file. The PDF should include evidence of peer review (acceptance letter/email, reviewers' feedback, revisions, etc.), copy of the finished product (article, chapter, book title page, etc.), and evidence of impact (download reports, citation reports, etc.).

 - a. Peer-Reviewed Articles [UTPC]
 - b. Monographic Works
 - c. Book Chapters
- C. Chronological List of Other Scholarly or Creative Accomplishments listed in reverse chronological order

Each item should be saved as its own PDF file. The PDF should include the following evidence (acceptance letter/email, reviewers/editor feedback, revisions, etc.), copy or example of the finished product (article, chapter, book title page, etc.), and evidence of impact (download reports, citation reports, etc.).

 - a. Professional Presentations [UTPC]
 - b. Excerpts of Conference Proceedings [UTPC]
 - c. Workshop Presentations [LTPC]
 - d. Panel Discussion Presentations [LTPC]
 - e. Poster Sessions [LTPC]
 - f. Web Publications Based on Original Research
 - g. Multimedia Productions
 - h. Development of substantial processes, computer programs, or other applications
 - i. Grants, Contracts, Fellowships, and Sponsorships [UTPC]
 - i. External [UTPC]

- ii. Internal [UTPC]
 - j. Book, Chapter, and Article Reviews (Substantial) [UTPC]
 - i. Media reviews (brief) [LTPC]
 - ii. Media reviews (substantive) [LTPC]
 - k. Copies of Exhibit Programs [UTPC]
 - i. Exhibits (substantive) [LTPC]
 - ii. Exhibits (small) [LTPC]
- D. Works-in-Progress including works submitted, conditionally accepted, or under contract should continue to be listed in all dossiers, in reverse chronological order (accepted per LTPC policy) [UTPC]

Each item should be saved as its own PDF file. The PDF should include evidence such as acceptance letter/email, reviewers/editor feedback, revisions, etc.

07- Section V. Service [UTPC]

- A. Narrative Statement (optional) [per LTPC guidelines]
- B. List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held). [UTPC]
- C. Additional types of evidence for faculty not holding administrative positions: [UTPC]
 - a. Committee assignment documentation
 - b. Copies of meeting minutes or year-end reports, if permissible to share
 - c. Copies of products developed (including items such as the following: copies of non-published reviewing and peer editing; curriculum development and assessment paperwork; accreditation reports, internship reports)
 - d. Recognition by others of the faculty member's contributions
 - e. Evidence of campus, local, statewide, regional, national, or international professional service
 - i. External Reviewer for Tenure and Promotion
- D. Additional types of evidence for faculty holding administrative positions: [UTPC]
 - a. Documentation of leadership assignments
 - b. Evidence of program evaluation
 - c. Supervisor, peer, and employee evaluations
 - d. Copies of products developed

Revised by: Guy Frost (Chair, LTPC), Jessica Lee, Laura Wright, Tera Ray