Tenure and Promotion Policy
Odum Library
Valdosta State University

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

This policy situates Odum Library above many of our peer institutions in criteria for scholarship, moving us nationally into the top quartile of requirements for schools in our category.

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 in the United States.

1. Composition of the Library Tenure and Promotion Committee

   a) Odum Library's Tenure and Promotion Committee is presided over by a committee chair, elected by the Committee, who holds a voting facilitator position. All tenured members of the library faculty are eligible to sit on the 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 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) Committee members at the rank of associate professor and full professor may vote for promotions to associate professor.
   f) For promotions to full professor, there should be a subcommittee of at least three members, one of whom can be an associate professor from the library faculty. The others must be full professors from inside or outside the library, until such time as three full professors are a part of the library faculty.

2. Time line 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.
   b) The Dean of Libraries will inform library faculty of all internal deadlines each year by September 1.
   c) There are up to three levels of review for faculty librarians: the department head, if applicable, 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. All letters will be forwarded to the UTPC for university-wide review.

3. <u>Pre -Probationary Credit</u>

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.

As a guideline in assigning pre-probationary credit, some departments on campus award a new faculty member up to three years of service towards tenure for service at another institution if the faculty member earned tenure there. The faculty member may be awarded up to two years if he/she did not have tenure at a previous institution. **These awards are unusual and should be considered the exception rather than the rule.**

4. <u>Faculty Tenure</u>

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. <u>Pre-Tenure Review</u>

a) In the third tenure-track year, the faculty member makes a dossier (see Appendix 1) available 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 803. 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. <u>Tenure Review</u>

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. <u>Qualifications for Tenure</u>

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 Appendix 2)
g) Minimum one additional scholarly activity from Appendix 2
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 is 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. <u>Post-Tenure Review</u>

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 at Valdosta State University (https://www.valdosta.edu/academics/academic-affairs/vp-office/documents/FEMfinal.pdf).

9. <u>Promotion</u>

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 Appendix 2)
g) Minimum one additional scholarly activity from Appendix 2

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 a 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 masters 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 Appendix 2)
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 from Appendix 2 in addition to those at previous levels
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:

Valdosta State University Tenure and Promotion Policies and Procedures
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.

Valdosta State University Faculty Handbook
(http://www.valdosta.edu/facsen/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.

Board of Regents Policy Manual, Section 803
(http://www.usg.edu/regents/policymanual/800.phtml). 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 UTPP is the governing document.

The ACRL Guideline for the Appointment, Promotion, and Tenure of Academic Libraries (http://www.ala.org/acrl/standards/promotiontenure).This document outlines the position of the most important professional body for academic librarians towards promotion and tenure. It's points heavily influenced the writing of this document.

The American Library Associations' ACRL (Academic and College Research Libraries) Section has defined general forms of library scholarship according to the Boyer Model here: *Academic Librarianship and the Redefining Scholarship Project* http://www.ala.org/acrl/publications/whitepapers/academiclibrarianship

The results of our 2011 interviews of peer and aspirational peer institutions' promotion and tenure policies are publically available from the office of the Dean of Libraries.

The results of a 2010 national survey of libraries' tenure and promotion practices are publically available from the office of the Dean of Libraries.

Appendix 1

Contents of the Dossier

    The dossier is defined thoroughly in the Valdosta State University Tenure and Promotion Policies and Procedures (UTPP), "3.2.1 Guidelines for the Contents for the Dossier for Tenure, Promotion, or Simultaneous Tenure and Promotion." (https://www.valdosta.edu/academics/academic-affairs/documents/university-tenure-and-promotion-update-2017.pdf)

    Because of differences between librarians' primary faculty assignments and those of teaching faculty members, some measures, and thus some documentation, will be different. This policy will reference those parts of the Guidelines where differences can be expected; however, the UTPP is the guiding document.

Section I. Cover Page and Vita

    Same as the UTPP.

Section II. Evaluations of the Candidate by Review Committees and Administrators

    Same as the UTPP.

Section III. Teaching and Student Learning

Each Librarian applying for tenure or promotion will include in this section
   a) A description of his/her primary faculty assignment (current job description)
   b) Documentation demonstrating the quality and significance of the candidate's performance in the primary faculty assignment. This supportive documentation will differ among librarians in varying roles, and may include

       i.   SOIs (Student Opinion of Instruction) (applicable to librarians who teach occasional semester-long courses)
      ii.   In-house surveys evaluating effectiveness of instruction (applicable to Reference librarians and the VSU Archivist)
   iii.   Reports of qualitative and/or quantitative measures
   iv.   Letters of support from faculty and/or students
    v.   v. A narrative statement
   vi.   Other evidence of quality and/or significance of the candidate's work in his/her primary role

Section IV. Scholarship (and Juried Creative Accomplishments)

Section IV-A A chronological reference list of peer-reviewed articles or juried creative accomplishments beginning with the most recent. This list may include works that are unconditionally accepted, in press, or forthcoming. The candidate must provide supporting documentation from the editor or publisher.

- Candidates must include evidence that their achievements demonstrate mastery of developments in librarianship, and the ability to effectively educate others in the field. Refer to the UTPP guidelines for Section IV-A, and Appendix 2 of this document.

Section IV-B separate chronological reference list of other scholarly or juried creative accomplishments, beginning with the most recent..

- Refer to Appendix 2 of this document.

Section IV-C Works-in-Progress including works submitted, conditionally accepted, or under contract.

Section V. Service.

Same as the UTPP.

Appendix 2

In fulfilling Odum Library's mission, librarians practice their profession as clinical faculty, as 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, which may or may not include studies published in peer-reviewed professional literature.

Odum Library as a point of scholarship and service is itself created and recreated in response to new technologies, changing student populations and user demands, and the exchange of ideas among our peers. It is not unusual for librarians to develop projects or try approaches that could not have been anticipated and cannot easily be compared to past achievements.

Suggested Scholarly Activities (unranked examples):

- Articles in scholarly and/or peer-reviewed journals
- Book chapters
- Books and monographs
- Web publications based on original research
- Multimedia productions
- Development of substantial processes, computer programs, or other applications relevant to the institution and profession
- Presentations before professional associations
- Workshop presentations
- Panel discussion presentations
- Poster sessions before professional associations (2 = 1 activity)
- Submitted grants, especially funded grants (not including VSU faculty scholarship travel grants)
- Earned degree and/or certificate in an area of specialization
- Course work for credit, applicable to job performance
- Encyclopedia articles
- Bibliographies and reviews of the literature
- Bibliographic essays
- Brief book and media reviews in professional journals (e.g., *Reference Reviews*, *Choice*) (3 = 1 activity)
- Substantive book review essays in professional journals (2 = 1 activity)
- Exhibits (1 substantial requiring research = 1 activity; 2 smaller = 1 activity)
- Peer reviewer for professional journal