

LSU LIBRARIES

Procedures for Promotion and Tenure/Reappointment Committees LSU Libraries Faculty

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Role of Committee

“The review committee will evaluate the Documentation and Supporting Material and make recommendations that will provide the background for departmental discussion by the eligible voting faculty.” ([PS-36](#), V1.B.3, p.24, or instructions in PS-36 in effect at the time of review.)

The review committee, whether for reappointment or tenure, should not be an "editor" of a candidate's dossier. The committee's main roles are to be sure that deadlines are met, that all materials required are presented, that the official CV format of LSU is used, to answer questions posed by the candidate, conduct the faculty meeting, and write a report on the faculty meeting to the Dean. In the case of tenure, the committee is responsible for providing a list of potential outside reviewers to the Dean, contacting approved reviewers, and getting the letters on time into the dossier.

Committee Procedures

1. The Dean of the LSU Libraries appoints the members of the Promotion and Tenure/Reappointment Review Committee. The committee is responsible for all candidates undergoing review at the same time following procedures outlined in the current [PS-36](#). The Dean instructs one of the committee members to organize the first meeting.
2. The Promotion and Tenure/Reappointment Review Committee meets as soon as possible to elect a chair, if a chair was not named by the Dean. Human Resource Management (HRM) establishes the date that they must receive the paperwork for each candidate. The Dean indicates to the review committee when the Dean must receive the faculty recommendation in advance of the HRM date. Based on that date, Committees for Reappointment schedule items A-E in procedure two, while Committees for Promotion and Tenure follow all listed items.

The committee *establishes*:

A. Deadline for receipt of dossier for committee review. [See item 5 for items Personnel Coordinator provides.] The committee reviews the dossier for accuracy and completeness following Appendix A: Dossier Checklist and requests additional materials or clarification of information as necessary. This deadline should be three months before the HRM deadline for materials to be delivered to Academic Affairs.

B. Deadline for committee to return the dossier with comments to the candidate. This should be two weeks after the deadline in A.

C. Deadline for candidate to return the revised dossier to the Personnel Coordinator. The chair of the committee and the candidate should review contents and sign the dossier checklist sheet provided in Appendix A.

D. Deadline for Eligible Voting Library Faculty (EVLFF) meeting. This is at least two weeks before materials are due to HRM and preferably two weeks after review letters are received for candidates for promotion and tenure.

E. Deadline for committee report to the Dean. This should be within two working days of the EVLFF meeting.

F. Deadline for the candidate to inform the Library Personnel Coordinator which supporting materials should be included in the materials sent to outside reviewers. This should be three weeks after the deadline in A.

G. Deadline for the committee to submit list of potential outside reviewers to the Dean. This should be one week after the deadline specified in A.

H. Deadline for the committee to contact potential outside reviewers to determine their willingness to serve. This should be done as soon as the Dean approves the list.

I. Deadline for the Library Office to send vita and selected supporting materials to outside reviewers. This should be as early as possible and no more than one month after deadline in A.

J. Deadline for reviewers to send their letters of evaluation. This should be at least one month before materials are due to HRM and meet the timeframe indicated by the Dean. As soon as a majority of the letters are received, the dossiers are available for faculty review.

The committee may choose to use the Promotion and Tenure Committee Scheduler to help outline the timeframe:

<http://www.lib.lsu.edu/committees/lfpc/pandtscheduler.php>

3. The committee sends the schedule to the Dean for review and approval. After the schedule is approved, the committee will announce to the library faculty that the candidate is undergoing promotion and tenure review. This announcement will include the review schedule.

4. The committee will contact the candidate to schedule a meeting to review the process and the schedule. At all times during the review process, the Library Personnel Coordinator and the committee should communicate about the status of the review process. For Committees for Promotion and Tenure, the committee chair will instruct the candidate to compile a list of potential outside reviewers. A potential reviewer must be a tenured library faculty member of a higher rank at a Carnegie ranked institution with tenure requirements of a comparable level with LSU. See exception below. A current list of these schools is available at: <S:\DEPARTMENTS\LibFac\LFPC\Promotion & Tenure Documents>.

LFPC recommends that the list include at least six names and no more than ten.

See PS-36 that is in effect at the time of the review and the policy regarding external reviewers.

In most cases, letters of evaluation should come from faculty employed at institutions with Research Extensive or Intensive Rankings. Deans can grant special permission to accept letters from other colleges and universities and/or from non-academic individuals with acknowledged professional standing. A letter from a person who has served as a candidate's major professor for a graduate degree or postdoctoral advisor is unacceptable. No more than one letter may come from any institution."

The *candidate and others can suggest potential external reviewers. The potential reviewers on their list must satisfy the above requirements. It is recommended, but not required, that potential reviewers have similar job duties and responsibilities as the candidate. This information must be provided for each reviewer:*

Name
Title/Rank
Address
Phone Number
Fax Number
E-mail Address
Brief statement of their qualifications

5. The Library Personnel Coordinator attaches copies of the following documents from the candidate's personnel files for the candidate's dossier:

- A. History of Assignments
- B. Job Description
- C. Annual Evaluations - including job performance and research and service reviews.
- D. Dossier Contents Checklist

6. The Committee Chair requests that the faculty submit names of potential outside reviewers before the established deadline (see Appendix B: Sample Listserv Message to Library Faculty). After receipt of potential reviewers' names from the candidate and the tenured faculty, the Committee will select between six and ten outside reviewers (note that six is the **minimum** number required). The Chair will submit the list to the Dean for review and approval.

7. After the Dean approves the list, the committee members will contact the people on the list to ask if they are willing to act as outside reviewers. It is important to provide them with the date when they will receive review materials and the deadline by which a response will be needed. The committee must verify the reviewers' mailing addresses and confirm their rank and tenure status. Initial contact with the outside reviewers may be made through email. Appendix C provides a sample text of a cover letter to send to external evaluators.

8. The committee chair gives the names and addresses of external evaluators who have agreed to participate to the Library Personnel Coordinator, who will prepare the cover letters to be sent with the candidate's vita and selected supporting materials. The cover letters will request that the evaluations be returned according to schedule.

9. After the candidate's dossier with vita and supporting materials has been officially submitted for review, the candidate selects a representative sample of supporting materials to send to external reviewers and informs the office staff of his/her selection. The Library Personnel Coordinator arranges for the necessary copies of the vita and supporting materials and sends out packets including these materials with the cover letter noted above. This material should be sent at least four weeks before the replies are due.

10. If necessary, the committee or Library Personnel Coordinator will either phone or send email reminders to the reviewers if needed.

11. The committee chair and the Library Personnel Coordinator should communicate regarding progress.

12. According to PS-36, Section VI, B.2. External Evaluation, page 35 (Revision 5, July 1, 1997), ". . . A minimum of three [evaluation letters] should be received before a recommendation vote may be taken." It is preferable to have all six outside reviewer letters.

13. The committee sends letters of thanks to the reviewers for their assistance. The Library Personnel Coordinator arranges for these letters to be input, printed, signed, and mailed.

14. The committee chair schedules the meeting of the eligible voting faculty to discuss the candidate and alerts the Personnel Coordinator to prepare ballots. The review committee conducts the meeting of the eligible voting faculty and after the meeting, forwards a report to the Dean.

APPENDIX A: DOSSIER CHECKLIST

CHECKLIST - DOCUMENTATION AND SUPPORTING MATERIALS

CANDIDATE: _____

- CONSIDERED FOR:
- _____ Reappointment
 - _____ Tenure
 - _____ Promotion to Associate Librarian
 - _____ Promotion to Librarian

- _____ History of Assignments
- _____ History of Assignments (prepared by the Dean)
 - _____ Job Description (prepared by the supervisor)
 - _____ Annual Evaluations including annual job performance and peer reviews (provided by the Assistant to the Dean)

- _____ Job Performance
- _____ Documentation of Job Performance (prepared by Candidate)
 - _____ Job related Publications
 - _____ Job related publications accepted for publication
 - _____ Professional Meetings, Symposia, Workshops, and conferences on job duties
 - _____ Other job related activities or other contributions to the profession
 - _____ Awards, honors, or prizes that show recognition of job performance
 - _____ Research Support/Grant Activities (aimed at improving library service to patrons)

- _____ Research and Creative Activity
- _____ Publications
 - _____ Accepted for Publication
 - _____ Other creative and artistic publications
 - _____ Participation in other professional meetings, symposia, and conferences
 - _____ Other awards, lectureships, or prizes that show recognition of scholarly or artistic achievement
 - _____ Other research support/grant activities
 - _____ Other research/creative activities
 - _____ Major areas of research interest

- _____ Service
- _____ Student organizations advised
 - _____ University service
 - _____ Library service
 - _____ Professional service
 - _____ Other external service

_____ Supporting materials

_____ Review committee

_____ Date

_____ Candidate

_____ Date

APPENDIX B: SAMPLE LISTSERV MESSAGE TO LIBRARY FACULTY

To: libfac-1@listserv.lsu.edu
Subject: P&T External Reviewers

The Promotion and Tenure Review Committee, [Committee Members] is soliciting reviews for promotion and tenure by library faculty at comparable institutions elsewhere. The reviews will be for candidate [Candidate Name].

Here is the relevant portion of PS-36:

While the primary responsibility for the evaluation lies with the LSU faculty and administrators, objective evaluations from appropriate off-campus professionals can make a significant contribution to the review process. All recommendations for promotion and/or tenure must be accompanied by letters of evaluation from recognized experts in the candidate's field, none of whom may be a member of the LSU faculty. In the case of an assistant professor or associate professor candidate, the external evaluator must be of higher rank than the candidate. Care should be given to selecting evaluators who are free of bias.

In most cases, letters of evaluation should come from faculty employed at institutions with Carnegie Rankings of Research I or II. Deans can grant special permission to accept letters from other colleges and universities and/or from non-academic individuals with acknowledged professional standing. A letter from a person who has served as a candidate's major professor for a graduate degree or postdoctoral advisor is unacceptable. No more than one letter may come from any institution.

The candidate, eligible voting faculty, and chair will develop lists of potential evaluators. Both the faculty and chair are responsible for selecting the evaluators. The final confidential list of evaluators will include a brief statement of their qualifications, professional rank, and institution of employment. The list will be presented to the Dean for approval prior to contacting the evaluators. After approval by the Dean, the chair will contact proposed evaluators to determine willingness to participate. The candidate will not be informed of the identity of evaluators. Should a candidate become aware of the identity of evaluators, she/he will not contact evaluators at any time during the process.

Note: Carnegie I and Carnegie II are now referred to as Doctoral/Research Universities-extensive and Doctoral/Research Universities-intensive. A current list of these schools is available at S:\Departments\LibFac\Current Documents. In accordance with PS-36, we are requesting that you submit names of faculty at other institutions that you believe are qualified to make fair and knowledgeable evaluations. These individuals will be knowledgeable, competent, and experienced in the field of the candidate being reviewed.

Please reply to me privately by email. Please give the reviewer's name, position title, and institution. If the reviewer does not meet the criteria specified in paragraph 2, first

sentence, please indicate what qualifications would make the reviewer an appropriate exception.

Please send your suggestions as soon as possible. Please submit the information no later than [per review schedule].

Thanks,
[Name]

APPENDIX C: SAMPLE LETTER TO EXTERNAL EVALUATOR

Dear []:

[Candidate name], who is currently a(n) [assistant/associate] librarian in the LSU Libraries, is being considered for promotion to [associate librarian/librarian] [with tenure]. [She/he] has a % library duties/ % research/ %service appointment. I would appreciate your help in evaluating [her/his] job performance, research, and service contributions through your response to the following.

A. State if you know the candidate personally. If so, how long and in what capacity have you known the candidate?

B. Rank the candidate against other academic librarians in the same discipline, with similar time in rank.

C. Comment upon the degree of recognition already achieved by the candidate in [her/his] discipline, noting any distinctive contribution.

D. Evaluate the scope and significance of the candidate's scholarly/research interests and activities in terms of their importance, and [her/his] promise for further growth as a scholar.

E. Comment on the candidate's contributions to professional practice in [her/his] discipline.

F. Evaluate the candidate's degree of university and professional service.

G. Provide any additional insights that may be helpful in evaluating the candidate for promotion and/or tenure.

For your convenience, I enclose [candidate name]'s curriculum vitae and selected supporting material. I would appreciate a reply by [date]. You may submit your evaluation by mail, e-mail, or fax.

Published LSU policy stipulates that letters of evaluation will be regarded as confidential and will not be provided to the candidate. Unless you state explicitly that the letter is not to be regarded as confidential, your letter and identity will be shared only with those individuals who are authorized to review and make recommendation on the candidate. The only exception to this policy would come in the event of a direct court order to release the data on a specific candidate to that candidate or her/his representative(s).

I am grateful for your help in this matter. If you need further information, please contact me at phone#, fax#, or e-mail.

Sincerely,