

Sue and Radcliffe Killam Library
Library Tenure Policy

Approved by Library Faculty November 1996

1. A library faculty member must be a full-time employee of Texas A&M International University and should hold the rank of Associate Librarian or above to be eligible to apply for tenure. All tenure track faculty members must come under tenure consideration no later than the sixth year of their service at Texas A&M International University. A library faculty member who believes his/her professional assignment, professional enrichment and service record merits early tenure may apply during the fifth year of service towards tenure. A library faculty member must submit a letter to the Library Director by October 1 of the academic year in which the faculty member desires consideration. The Library Director must certify that the appropriate education and experience standards have been met and must respond to the faculty member in writing within two weeks. Should the Library Director fail to certify that appropriate education and experience standards have been met, the faculty member has the right to appeal the case to the Provost, who shall make a final decision and respond to the faculty member in writing within two weeks.
2. All tenure track library faculty except those who are in a final year contract or those with less than one year of service at Killam Library will comprise the committee which will review documentation offered by candidates for tenure. The Library Director will participate in this committee as a non-voting member.
3. The Library Director is the only administrator taking part in the tenure decision at the library level.
4. The Library Tenure and Promotion Committee is responsible for reviewing documentation submitted by the candidate and information available in the candidate's personnel folder. The Committee determines whether the candidate for tenure has met the criteria for tenure, votes and recommends according to its findings.
5. Protocols:
 - a. Candidates will submit a dossier containing annual performance appraisals as well as other documentation related to performance of professional assignment, professional enrichment and service. Dossiers must be submitted to the Library Director by December 1 of the academic year the candidate desires consideration.
 - b. The Library Director will submit the dossier of each candidate to the Library Promotion and Tenure Committee for review and recommendation. Each committee member will be responsible for reviewing the dossier of each candidate and preparing for a discussion and vote on each candidate. A chair will be elected

to lead the committee through the review process, take a vote on each candidate and keep a record of the process. A simple majority vote will form the decision of the committee.

- c. The chair of the Library Promotion and Tenure Committee will submit a recommendation to the Library Director for each candidate indicating a positive or negative decision of the Committee by February 15.
 - d. If tenure is not recommended by the Library Promotion and Tenure Committee or by the Library Director, the faculty member will be notified in writing and the results of such consideration will be discussed with the faculty member, and the faculty member may be afforded the opportunity to withdraw his or her application.
6. The Office of the Library Director is responsible for maintaining the faculty member's personnel file and providing access to that file to the Library Promotion and Tenure Committee and other administrative personnel with a role in the tenure review process. The faculty member under consideration has a right to see and comment, in writing, on all items in the file that are provided to those involved in the tenure review process.

The Library Director is responsible for independently assessing the tenure candidate's record of performance and for reviewing the tenure recommendations of the Library Promotion and Tenure Committee. The Library Director will make a recommendation to the University Promotion and Tenure Committee and forward the recommendation of the Library Promotion and Tenure Committee.

7. The Faculty Handbook includes an appeals procedure.
8. **Criteria for tenure:** In evaluating faculty for tenure, the library must assess, in addition to library faculty responsibilities, the following five areas: academic preparation and experience, professional assignment, service and professional enrichment (professional development and scholarly activities).

Academic preparation:

The minimum academic preparation for all ranks of library faculty is an earned Master's Degree in Library Science (M.L.S.) from an American Library Association (ALA) accredited program (ALA recognizes the M.L.S. as the terminal degree for librarians). Attainment of this degree or reasonable expectation of imminent attainment is required for continued employment as a professional.

Any additional formal education attained by the librarian during the evaluation period is considered as a credit to the individual evaluated.

Experience:

Experience is an eligibility factor for tenure as covered in the section of the Faculty Handbook dealing with tenure. This factor is reviewed at the time that the faculty member applies for tenure to assure that requirements have been met.

Professional Assignment (corresponds to teaching)

The teaching responsibility for Library Faculty is fulfilled through professional assignment. Professional assignment includes acquisition of materials in various formats, organization of those materials for retrieval, aiding patrons in their use, creating, supporting and using electronic connections to the world of information resources, and responsible management of resources.

Criteria for professional assignment: The position description for each library faculty member is the basis for evaluating performance. Priority is given to basic job duties that are essential to the continued functioning of the library. A secondary but important place is given to specific objectives taken from the annual statement of library objectives. Professional development activities and service are less important than fulfillment of job assignment. General factors to be considered are consistency of performance, creative problem solving, initiative, management of responsibilities, technical competence, accuracy, dependability, effectiveness of communication, focus of efforts on organizational goals, judgement, adaptability, contribution to library development, leadership and effective working relationships with other staff and library clientele.

Evidence for professional assignment criteria: Performance evaluations are the primary source of evidence for this category. Evidence of performance in this category may also be adduced from the judgements of colleagues on the Library Promotion and Tenure Committee. Other forms of evidence are letters, awards or other types of recognition from the university community, supervisors or administration for performance in this category.

Examples of concrete evidence of activities that can be considered:

- Regularly gathered statistics of various activities
- Special counts of projects
- Evaluation forms from participants in library instructional programs
- Student and Faculty Library Committees inputs
- Documentation of projects completed, meetings/programs attended, etc.
- Instructional materials prepared
- Instructions written for library staff

- Evidence of participation in professional listservs and other professional venues
- Documentation of staff training activities
- Documentation of automated services development
- Other types of documentation of activities and accomplishments
- Policy or procedures written for library operations

Professional Enrichment: (corresponds to scholarship)

For library faculty the scholarship responsibility is fulfilled by professional enrichment activities, which include professional development and scholarly activities. The Killam Library will place greater emphasis in evaluation upon professional development than scholarship. This is due to the 12 month contract of librarians and to our library environment which requires concentration on professional assignment and job duties essential to the continued functioning of the library. Library faculty must have actively pursued opportunities for professional development in areas related to academic librarianship and may also have produced scholarly publications or engaged in other scholarly activities to satisfy tenure requirements.

Criteria for professional enrichment:

Professional development is defined as activity that enhances the professional skills, knowledge, and abilities of the library faculty member to contribute to the mission of the library and the university and to the library profession.

Scholarly activities involve a product related to inquiry, research and creativity in librarianship or another relevant academic discipline.

Evidence for professional enrichment criteria:

Evidence for professional development may take the form of course work and continuing education activities, documented study and reading with an end product which leads to the improvement of library services, and participation in professional societies as a member and by attendance at professional meetings, documented by reports of findings or new knowledge acquired.

Evidence for scholarly activities may take the form of professional and scholarly publications such as scholarly books, articles, book reviews or oral presentations of research, for which some material form of evidence must be provided. In addition to the more traditional forums for scholarship, such as academic writing, evidence may take the form of a textbook, electronic publication, multi-media production, writing that makes one's field accessible to a wider audience, and interdisciplinary achievements. Evidence

for scholarship may also take the form of publications and presentations derived from consultation, technical assistance, policy analysis and program evaluation. Internal publications or other work products which result from a librarian's research, analytical, and/or creative activities may be considered for this category.

Service

Service encompasses a variety of professionally related activities through which members of the faculty employ their academic expertise for the benefit of the university, the community and the profession.

Criteria for service:

The library faculty member must have begun to assume a position of leadership in the library and the university by serving on committees, councils, special projects or by performing other service duties for which the faculty member is held accountable. The faculty member may also participate and lead in professional community service. For purposes of credit toward tenure community service must relate to one's academic field or discipline or else be clearly approved by the university. Academic field or discipline for librarians is defined as library and information science, but may also include other academic areas in which librarians possess degrees or academic expertise.

Evidence for service criteria:

Service of all types may be documented by certificates of recognition, letters of appreciation, official minutes, newsletters, products of projects, and other tangible evidence of service rendered.

(X:\...\tenure.005)

C:\wpfiles\Personnel\Evaltools\tenure.005