

## Rationale

The proposed policy on promotion formalizes and codifies a process for the promotion of library faculty. There has been no formal process in place. Just as the faculty have a policy on promotion, we thought it necessary that the library faculty policy have a similar policy.

The promotion process will include a Library Promotion Committee (composed of library faculty) and a Promotion Review Panel (composed of faculty members of the Library Committee and the Director of Libraries). The library faculty choose not to go through the Faculty Status Committee (FSC) because membership on the FSC is only available to tenured full professors and our department will not have an opportunity to be represented on the FSC.

The Director of Libraries would serve on the Promotion Review Panel instead of the Library Promotion Committee because her/his knowledge would help the panel understand the range and type of work that library faculty perform.

## **Policy 155.3 Promotion of Library Faculty**

### A. Background

Promotion from one rank to another is intended to recognize and encourage professional achievement on the part of the library faculty member as well as to acknowledge significant service to the university. The judgment of library faculty peers and administrators is an important factor in decisions on promotion.

### B. Policy

A library faculty member is eligible to apply for promotion to the next higher rank when that library faculty member's academic preparation, professional competence and stature, and quality and duration of service are consistent with the expectations of that rank as established in the Guidelines of File 155.5.

### C. Guidelines

1. The various ranks used at Furman for library faculty and the academic requirements and expectation of performance and achievement for holding each rank are described in File 155.5.

2. Criteria used for promotion include the following:

- Preparation: degrees held, additional study;
- Experience: number of years, types of schools, level of work, related non-academic experience.
- Regularly used evaluation criteria ("see Evaluation of Library Faculty"): effective librarianship, professional activity, institutional service, devotion to duty, professional ethics, university citizenship, and, as appropriate, community service.

3. An Assistant Librarian will normally spend at least six years at that rank before promotion to Associate Librarian, while an Associate Librarian will normally spend at least seven years at that rank before promotion to Librarian. However, time served in rank is not a sufficient condition for promotion to the next higher rank.

4. The procedures for decisions on promotion are as follows.

(a) By September, the Director of Libraries should assist any library faculty member who is eligible and would like to apply for promotion. The Director should not recommend to the candidate whether or not to apply for promotion; this should be the candidate's decision. The candidate has the right to apply for promotion even if the Director would oppose that promotion.

(b) Candidates for promotion should prepare an up-to-date and full dossier which contains any information relevant to the promotion decision. The contents of a dossier will vary significantly according to the nature of the primary professional responsibilities of the library faculty member. At a minimum, the dossier should include a letter from the candidate explaining why promotion would be appropriate, a complete resume, and all of the faculty member's evaluations (both the self-report and the Director of Libraries' portion) while at the current rank. The dossier might also include, but is not limited to, representative material from information fluency sessions, sample catalog

records, web publishing, presentations, publications, annual departmental reports, statistical information, grant involvement, collection development activities, and evidence of collaborative work with students and teaching faculty, as well as evidence of work-in-progress deemed appropriate by the candidate. The Director and/or the candidate may also solicit letters of extramural evaluation of the candidate.

- (c) No later than mid-October, the Director should examine the file of each potential candidate for promotion and discuss with each candidate both possibilities and probabilities, with candid attention to strengths and weaknesses.
- (d) The completed dossier should be submitted to the Library Promotion Committee and the Director should establish a timeline concerning the committee's decision. The Library Promotion Committee consists of those library faculty members who already hold a rank higher than that held by the candidate, excluding the Director of Libraries. The committee selects its own chairperson. The candidate and all other persons who are involved should be informed of the timetable and schedule of procedures.
- (e) Only those library faculty members who already hold a rank higher than that held by the candidate will sit on the Library Promotion Committee and be eligible to vote. Library faculty holding the same rank as or lower rank than the candidate may also be consulted at the discretion of the Library Promotion Committee. In the event that the Library Promotion Committee lacks eligible members, the Director of Libraries, in consultation with the Provost and Executive Vice-President, will ask members of the general faculty of appropriate rank and experience to serve on the Library Promotion Committee. The committee will consist of a minimum of three people.
- (f) The candidate's complete dossier should be reviewed by each member of the Library Promotion Committee. In every instance, discussion should be free and open. After due consideration, a vote should be taken, recorded, and reported to the Library Promotion Review Panel. The Chair of the Library Promotion Committee should provide for the library departmental files a detailed statement of the procedures that have been followed and the

reasons for the decisions that have been reached, including any opposition to the majority decision.

- (g) The Library Promotion Review Panel will consist of the Director of Libraries, the Chair of the Library Committee and an additional member of the Library Committee appointed by the Chair of the Library Committee. In a situation in which the Chair of the Library Committee is not of sufficient rank relative to the promotion question, an alternative member of appropriate rank will be assigned the Chair's responsibility. Should the Library Committee not have eligible members, members from the general faculty will be appointed after consultation by the Director of Libraries and Provost and Executive Vice-President. The Chair of the Library Committee, or designate, will serve as the Chair of the Library Promotion Review Panel. Individual letters from each member of the Library Promotion Committee should be made available to the Panel explaining the rationale for their votes.
  
- (h) The candidate's complete dossier should be reviewed by the Library Promotion Review Panel along with the vote and individual letters from the Library Promotion Committee. A vote should be taken, recorded and reported to the Provost and Executive Vice-President along with the recommendations of both the Library Promotion Review Panel and the Library Promotion Committee.
  
- (i) The Chair of the Library Promotion Review Panel will notify the candidate of the recommendation of the Library Promotion Review Panel. If promotion is not recommended by the Panel and the candidate does not understand why, the candidate is encouraged to talk with the Director of Libraries or the Provost and Executive Vice-President or both.
  
- (j) The President also receives a recommendation from the Provost and Executive Vice-President and subsequently makes a recommendation to the trustees. The library faculty member is notified by the Provost and Executive Vice-President when the trustees have acted upon the promotion.

(k) A librarian who completes the work for the appropriate terminal degree will be promoted to the rank of Assistant Librarian effective September 1 subsequent to the completion of the degree.

(l) Other promotions become effective September 1 following the decision.

5. Library faculty members are not eligible for tenure.