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Tenure Application Packet for Library Faculty

General Instructions for Library Faculty Applying for Tenure and/or Promotion

These "general instructions" constitute an attempt to concisely describe the tenure and/or promotion process; this document is meant as a supplement to, rather than replacement for, what is presented in the *Faculty Handbook*.

Initial Timetable

1. Become thoroughly familiar with the requirements and procedures for applying for promotion and/or tenure as described in the *Faculty Handbook*.
2. No later than September 15th, submit a "Letter of Intent" to apply for promotion and/or tenure to the Dean of Library Services; also, send a copy of that letter to your immediate head/supervisor; include a copy of your "Letter of Intent" in your Formal Portfolio (described below and in the *Faculty Handbook*).
3. No later than October 15th, submit your Formal Portfolio and Supporting Documentation (described below and in the *Faculty Handbook*) to the Dean of Library Services. If you do not promptly receive written confirmation that your materials have been received in a timely manner, contact the Dean of Library Services.
4. No later than November 22nd, your Formal Portfolio should have been received in the Office of the Vice President for Academic Affairs. If you do not promptly receive written confirmation from the Chair of the University's Promotion and Tenure Committee that your materials have been received in a timely manner, contact the Chair or Vice President for Academic Affairs.

The Application:

1. There are separate application forms for promotion and tenure; be sure to complete the appropriate one and include it in the Formal Portfolio.
2. Some faculty may apply simultaneously for promotion and tenure. Because the composition of the library promotion and tenure review committees varies, applicants should completely fill out both forms even though much of the information is redundant.
3. Application forms are available for downloading on the University's web site (go to www.gram.edu and click on "GSU Information," then on "Administration," then on "Tenure Application Packet" or "Promotion Application Packet" and print the packets you need). Applicants should download the .pdf version(s) if they will use a typewriter but the Microsoft Word version(s) if they wish to use a computer to complete the forms rather than a typewriter. Applicants unfamiliar with Microsoft Word may need to seek either training or assistance from someone who can use the program.

The Formal Portfolio:

1. The Formal Portfolio should be neatly and systematically organized in (a) 3-ring binder(s) with the major subdivisions (i.e., Letter of Intent to Apply for Promotion and/or Tenure; Appropriate Application Form(s) and Essential Documentation; Current Vitae; Current Evaluations by Peers, Head (immediate supervisor), and the Dean of Library Services; Evaluations of your library instruction by students or faculty who were instructed by you; Professional Work Experience; Service (University and Community) clearly marked. Verification of credentials (copies of transcripts, etc.) and professional work experience (Personnel Action forms, University budget pages showing years of experience, etc.) should be included in the Formal Portfolio as part of Essential Documentation. The use of clear vinyl protectors is not encouraged unless the documentation cannot be held in a binder (as in the case of books, manuals, etc.)
2. Only the Formal Portfolio will automatically be forwarded from the Dean of Library Services; the Supporting Documentation file will normally remain in the Dean's office or in a secure place to be specified by the Dean.
3. Applicants for tenure should include information/documentation only from the last five (5) years in the Formal Portfolio (and Supporting Documentation). Applicants for promotion in rank who already have been tenured should include in the Formal Portfolio (and Supporting Documentation) only accomplishments and documentation from the last five (5) years or since the date of the last promotion (whichever is less).

4. All information included on the application and vitae should be adequately documented in the Formal Portfolio. It is helpful, too, to clearly identify relevant information on documentation (e.g., memoranda, minutes of meetings, presentations at meetings, etc.) by using a highlighter pen to indicate your name, committee name, paper title, etc.
5. Pay very close attention to your vitae. All information should be fully but concisely described.

Supporting Documentation

A "second" portfolio ("Supporting Documentation") may be compiled in any manner you choose. The Supporting Documentation should consist of such material as described in the *Faculty Handbook* section, "Factors Considered in Evaluating an Application for Tenure and Promotion", and especially the "Librarianship" subsection pertaining to the effectiveness of your instructional techniques and educational resource management.

The contents of the Supporting Documentation portfolio are likely best evaluated by members of the library's promotion and tenure review committees and the Dean of Library Services, rather than the University Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President of the University. Additionally, this should assist in expediting the promotion and tenure review process beyond the Dean's level by reducing the volume of material submitted for review.

The Supporting Documentation shall be available for review by all persons involved in the promotion and/or tenure process but will remain in the Dean of Library Services' office until a final decision has been reached by the President and the University of Louisiana System Board of Supervisors.

Final Advice

1. Make certain that your vitae is up-to-date, complete, and accurate, as it is one of the single most important documents in your Formal Portfolio.
2. Never include originals in either the Formal Portfolio or the Supporting Documentation; keep the originals in your possession.
3. Feel free to contact your Faculty Senator to direct you to a faculty member who can offer guidance and advice; also, the members of the University's Promotion and Tenure Committee may likewise be consulted.
4. Pay close attention to the fact that, according to the Faculty Handbook, librarianship (50%) and service (30%) are the most heavily weighted factors that enter into the decision to grant or deny promotion and/or tenure—document relevant activities and accomplishments appropriately.
5. If your highest degree is not a master's degree from a program accredited by the American Library Association (ALA), be sure to fully explain how your degree is appropriate for tenure and/or promotion purposes. (Note: Because Library Science is an interdisciplinary or multidisciplinary academic area, you should explain how a non-library-science degree relates to your job responsibilities.) If you held a second graduate degree before joining the GSU Library Faculty, explain how it supports your tenure and/or promotion application. Effective Fall 2000, a faculty member who pursues an advanced degree that may later be included among credentials submitted with promotion and/or tenure applications must first receive written agreement from the Dean of Library Services (after consultation with library faculty) that acknowledges the appropriateness of the degree to the needs and missions of the library and University. If you have such a letter, include a copy of it in your Formal Portfolio, as described in the *Faculty Handbook*.

Other Related Full-Time Professional Experience (Non-college level teaching or librarianship should be included here, if relevant). [Use additional pages if necessary.]

Title/Position	Employing Agency	Month/Year Employment Began	Month/Year Employment Ended	Number of Years Experience

Research and Grant Activities Within Last 5 Years. Briefly describe each significant research activity and note its current status (e.g., in conceptualization stage, gathering data stage, data analysis completed, grant written and under review, etc.). [Use additional pages if necessary.]

Publications, Presentations at Professional Meetings, and Other Academically Relevant Efforts Within Last 5 Years. [Note: Be certain that full citations are listed in vitae that is to be included in the Formal Tenure Portfolio. Use additional pages if necessary.]

Professional Meetings, Workshops, and Other Activities Attended Within Last 5 Years. Include no activities that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Meeting/Workshop/Activity	Location	Date(s)

Memberships in Professional Organizations and Academic Honor Societies Within Last 5 Years. Include no memberships in organizations that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Organization/Honor Society (include brief description if not self-evident)	Dates of Membership

Administrative Services, Committees, and/or Other Responsibilities at the University Within Last 5 Years. [Use additional pages if necessary.]

Level of Service (Library or University)	Title or Role Performed (e.g., Chair, Member)	Type of Administrative Service, Name of Committees, Description of Other University Responsibilities	Dates of Service (Semesters / Years)

Community Involvement Activities Within Last 5 Years. [Use additional pages if necessary.]

Description of Activity (e.g. role played, name of organization, etc.)	Location	Dates of Service

Please use this space or additional pages to add additional items or clarifications that you would like those reviewing this application to know. For example, if your 2nd master’s degree and/or major area(s) of study is/are not a master’s degree from a program accredited by the American Library Association (ALA), explain how your academic preparation qualifies you to be tenured. [For example, suppose you have a 2nd master’s degree in Education with a specialization in school librarianship but no specific coursework in traditional areas of academic librarianship—subject bibliography or cataloging, for example. Because the University offers both undergraduate and graduate programs in Education, and those are the programs for which you provide collection development and reference services, your degree strongly supports your tenure application.]

Further Instructions: Submit this completed application along with the Formal Tenure Portfolio and Supporting Documentation to the Dean of Library Services by the deadline date published in the Faculty Handbook. The Dean shall make copies of this application, distribute one to each member of the Library Tenure Review Committee, and make arrangements for members of the Committee to review the Portfolio and Supporting Documentation in a private and secure environment. By affixing his/her signature (below), the applicant attests that s/he is familiar with and understands the Promotion and Tenure process as outlined in the Faculty Handbook. The applicant further attests that all information contained in this application, the Formal Tenure Portfolio, and Supporting Documentation, are complete and accurate.

Signature of Applicant

Date

**Instructions to Dean of Library Services Regarding
Faculty Member's Application for Tenure in Rank**

1. Immediately upon the timely receipt of a faculty member's Letter of Intent to Apply for Tenure, compose a Library Tenure Review Committee. The Committee is to be composed of all tenured faculty members. In the event that there are no tenured faculty members in the library, the Library Tenure Review Committee shall consist of all tenure-track, full-time faculty employed within the library for at least the preceding two (2) years.
2. By September 15th (or the next regular business day, if applicable), the Dean shall have received a faculty member's Letter of Intent to Apply for Tenure; immediately thereafter, the Dean shall notify members of the Library Tenure Review Committee by sending each a copy, or facsimile, of the "Memorandum—Composition of Library Tenure Review Committee."
3. By October 15th (or the next regular business day, if applicable), the faculty member seeking tenure must have submitted his/her (1) Formal Tenure Portfolio (including Application) and (2) Supporting Documentation to the Dean of Library Services. The Dean shall send each member of the Library Tenure Review Committee a copy, or facsimile, of the "Memorandum—Availability for Review of Tenure Materials" and the "Peer Evaluation of Applicant for Tenure in Rank." These materials shall be made available to committee members only in a secured location (to be specified by the Dean).
4. Immediately after receiving the Formal Tenure Portfolio (which includes the application) and Supporting Documentation, the Dean shall acknowledge in writing to the applicant that the tenure-related materials were received in a timely fashion.
5. By November 22nd (or the next regular business day, if applicable), the Dean shall conduct his/her own evaluation (by utilizing the attached form, "Dean of Library Service's Evaluation of Applicant for Tenure"), collect the evaluations/recommendations of the Tenure Review Committee members, and add them to Section IV of the Formal Portfolio before promptly sending the Formal Tenure Portfolio to the Vice President for Academic Affairs. Any Supporting Documentation is to be kept in a secure place (to be specified by the Dean) and returned to the applicant after a final decision on tenure has been reached by the President of the University and the University of Louisiana System Board of Supervisors.

Memorandum—Composition of Library Tenure Review Committee

To: Members of the Library Tenure Review Committee for _____
Applicant's Name

From: _____
Dean of Library Services

Date: _____

Re: EVALUATION OF APPLICANT FOR TENURE IN RANK

I have received from our colleague his/her Letter of Intent to Apply for Tenure in rank. As specified in the Faculty Handbook, the following faculty members shall constitute the Library Tenure Review Committee for this applicant.

Please thoroughly review the requirements for tenure as outlined in the Faculty Handbook.

As soon as I receive the Formal Tenure Portfolio, which will include the application, and Supporting Documentation, I shall notify you and you shall have only a short period of time in which to review them before completing your evaluation and making your recommendation.

In the meantime, please make arrangements with our colleague to evaluate his/her group instruction if you are not already intimately familiar with it.

Thank you for your cooperation.

Memorandum—Availability for Review of Tenure Materials

To: Members of the Library Tenure Review Committee for _____
Applicant's Name

From: _____
Dean of Library Services

Date: _____

Re: EVALUATION OF APPLICANT'S TENURE PORTFOLIO AND SUPPORTING DOCUMENTATION

I have received our colleague's Formal Tenure Portfolio and Supporting Documentation. I have attached a copy of his/her Application for Tenure to this memorandum as well as a "Peer Evaluation of Applicant for Tenure in Rank" form. As I must forward these materials to the Vice President for Academic Affairs by the November 22nd deadline, please contact me as soon as possible so that you can review these materials and submit your recommendations in a timely fashion.

Thank you for your prompt attention to this matter.

PEER EVALUATION OF APPLICANT FOR TENURE IN RANK

Applicant's Name: _____

Evaluator's Name: _____ Rank _____

Before completing this evaluation and recommendation, please review the relevant sections on tenure in the Faculty Handbook as well as more stringent standards that may be mandatory by discipline-related accrediting agencies. Then, based upon your experience within the profession, please assess the applicant's qualifications and performance on each of the following:

1. Are the applicant's academic credentials appropriate for tenure? Yes No Questionable
If "No" or "Questionable", please comment:

2. Has the applicant completed at least five (5) years of full-time teaching or librarianship at the college level? (note: do not count teaching as an adjunct, summers, overloads, or as a graduate assistant) Yes No Questionable
If "No" or "Questionable", please comment:

3. Please evaluate the applicant's overall performance during his/her employment at the University in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's Academic Training and Effectiveness of Instructional Techniques and/or Educational Resource Management are exceptionally good.					
The Applicant's Research, Publications, and Professional Activities are exceptionally good.					
The Applicant's Service to the University, Library, Students and non-Library Faculty and/or Community Involvement are exceptionally good.					
The Applicant clearly deserves to receive tenure.					

4. Please feel free to add additional comments and recommendations (use separate sheet if necessary).

Signature of Evaluator

Date

DEAN OF LIBRARY SERVICES' EVALUATION OF APPLICANT FOR TENURE

Applicant's Name: _____

1. List by name and rank, all members in the Library who are tenured. [Use additional pages if necessary.]

Name	Rank		Name	Rank

2. Did all of the faculty listed in #1 (above) participate in evaluating the applicant for purposes of tenure? Yes No
If "No", please explain:
-
3. Do you personally attest that the applicant's academic credentials are appropriate for tenure? Yes No Questionable
If "No" or "Questionable", please explain:
-
4. Has the applicant completed at least five (5) years of full-time teaching and/or librarianship at the college level? (note: do not count teaching as an adjunct, summers, overloads, or as a graduate assistant)? Yes No Questionable
If "No" or "Questionable", please comment:

5. Please evaluate the applicant's overall performance during his/her employment at the University in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's Academic Training and Effectiveness of Instructional Techniques and/or Educational Resource Management are exceptionally good.					
The Applicant's Research, Publications, and Professional Activities are exceptionally good.					
The Applicant's Service to the University, Library, Students and non-Library Faculty and Community Involvement are exceptionally good.					
The Applicant clearly deserves to receive tenure.					

6. In narrative form, provide additional comments about the applicant's qualifications, work performance, standing in the profession, service to the University, and/or service to the community. In your assessment, describe the function or role the applicant performs or plays in the Library; in other words, describe the applicant's greatest strengths and weaknesses as they relate specifically to the Library, its operations, the library faculty, and to students and non-library faculty. [Use additional pages if necessary.]

The average of the scores submitted by the Library Review Committee is _____.

Signature of Dean of Library Services

Date