

1 **DELTA STATE UNIVERSITY PROMOTION**
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3 **POLICIES AND PROCEDURES**
4
5 **FOR LIBRARY SERVICES FACULTY**

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7 **ACADEMIC RANKS**

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9 Delta State University Library Services faculty appointments are at the ranks of
10 Professor, Associate Professor, and Assistant Professor. Minimum standards for these
11 ranks are given below:

12 Assistant Professor: A terminal (i.e. Master of Library Science) degree in the
13 library field or in some instances a graduate degree in a related scholarly field and
14 potential for achievement in professional competency, scholarship, and service.

15 Associate Professor: (1) Six years of professional library experience. (2) A
16 minimum of three years experience at the rank of Assistant Professor. (3)
17 Documentation of effectiveness in areas of professional competency. (4)
18 Documentation of scholarship or creative activities. (5) Documentation of
19 professional, university, and community service.

20 Professor: (1) Twelve years of professional library experience. (2) A minimum of
21 five years experience at the rank of Associate Professor. (3) Documentation of
22 sustained effectiveness in professional competency. (4) Documentation of
23 substantial accomplishment in scholarship or creative activities that have led to
24 recognition in professional circles at the state, regional or national level. (5)
25 Documentation of leadership in the form of service to the community, the
26 profession, and the university.

27 **CRITERIA FOR AWARDING PROMOTION**

28 Decisions in favor of awarding promotion are made in recognition of accomplishments in
29 response to the following criteria: professional competency, scholarship, and service, as
30 well as the appropriate academic background for a tenure appointment. Evaluation shall
31 be based on all three areas, although it is realized that differences in emphasis may exist
32 depending on the nature of the individual's assignment. Each of the criteria is defined
33 below.

34 **PROFESSIONAL COMPETENCY DEFINED**

35 Delta State University is primarily a teaching institution. However, most individuals who
36 hold appointments as Library Services faculty do not engage in teaching semester-length
37 formal courses. Thus, for Library Services faculty, professional competency is essential
38 for promotion consideration. Effective Library Services faculty demonstrate qualities
39 which may include, but are not limited to, the following: high academic standards,
40 concern for learning, a thorough knowledge of the subject, excellent organizational skills,
41 excellent communication skills, service ethic, respect for Library Services patrons,
42 innovation in professional practice, and continuing professional development and
43 education. Contributions to Library Services include, but are not limited to, instruction
44 in accessing information and technology, collection development, reference and user
45 services, access and control of information and equipment, leadership and supervision of
46 personnel, providing instructional support services, development of instructional aids and
47 research sources, and preservation or conservation activities.

48 **SCHOLARSHIP DEFINED**

49 Delta State University recognizes the important contributions that scholarship makes in
50 the advancement of Library Services. Scholarly inquiry and learning in Library Services
51 are reflected in, but not limited to, the following: dissemination of research and scholarly
52 findings through books, journal articles, monographs, abstracts, reviews, indexes, and
53 presentations at professional meetings, workshops, and training sessions; presentation of
54 creative achievements through exhibitions, performances, and publications; development
55 of new research methodologies, studies, and surveys; compilation of bibliographies,
56 collection research guides, and pathfinders; identification and evaluation of scholarly
57 resources that are appropriate for the educational mission; production of instructional
58 multimedia materials; obtainment of grants or contracts that support scholarly and
59 creative activity; achievement of honors and awards for significant scholarly and creative
60 activity, and participation as an editor and/or referee in support of scholarly and creative
61 publications.

62 **SERVICE DEFINED**

63 Delta State recognizes the importance of service as a part of its mission. The service
64 component is based on performance in three areas: service to the Library Services faculty
65 member's profession, service to the University, and public service to the community that
66 is related to the nature of the Library Services faculty member's assignment. Efforts to
67 advance accreditation-related initiatives, such as the Quality Enhancement Plan, shall be
68 considered as service to the University.

69 **LIBRARY SERVICES TENURE AND PROMOTION**
70 **COMMITTEE**

71 Library Services shall have a standing tenure and promotion committee. This committee
72 shall consist of at least three persons. All of the tenured faculty members of Library
73 Services, excluding the Dean of Library Services, shall serve on the committee. The
74 committee shall elect a chair each year. If there are not at least three tenured faculty
75 members within Library Services to meet this criterion, the tenured faculty, in
76 consultation with the Dean of Library Services, shall appoint to the committee faculty
77 who are from the same discipline, and are tenured at another university. Candidates for
78 promotion shall receive notification of the non-departmental appointees to the committee
79 who shall be reviewing their application prior to the initiation of their review for
80 promotion. Any concerns of the candidate regarding non-departmental appointees shall
81 be forwarded to the chair of the University Tenure and Promotion Committee, who shall
82 meet with the departmental tenure and promotion committee to seek resolution. In the
83 absence of agreement, the Provost/Vice President for Academic Affairs will mediate a
84 resolution. The Library Services Tenure and Promotion Committee shall have the
85 responsibility for reviewing portfolios of candidates for promotion and making
86 recommendations, with reasons, as to whether promotion should be granted. The Library
87 Services Tenure and Promotion Committee shall also be responsible, with assistance
88 from the Dean of Library Services and tenure-track faculty, for recommending promotion
89 procedures and for recommending guidelines for the portfolio to be used by candidates
90 from Library Services for tenure or promotion consideration.

91 **UNIVERSITY TENURE AND PROMOTION COMMITTEE**

92 Membership

- 93 • The University T & P Committee shall be composed of eleven tenured faculty
- 94 members, three from the College of Arts & Sciences, three from the College of
- 95 Business, three from the College of Education, one from the School of Nursing, and
- 96 one from Library Services.
- 97 • No two members shall be from the same department/division.
- 98 • Members shall be elected by the tenured and tenure-track faculty in the college or
- 99 school they represent and shall serve for staggered three-year terms.

100

101 Committee Chair

- 102 • The chair shall rotate among the colleges and schools based on the following
- 103 schedule: Arts & Sciences, Business, Education, Nursing, and Library Services
- 104 • The faculty member within the appropriate college/unit with the most longevity of
- 105 service on the committee shall serve as chair.
- 106 • The chair will
- 107 ○ Make contact with each faculty member who has applied for tenure and
- 108 promotion to assess his/her perception of compliance, by the respective
- 109 department/division committees, chairs, and deans, with university
- 110 policies and procedures.
- 111 ○ Any complaints of non-compliance by a faculty member will be noted and
- 112 discussed by the committee.
- 113 ○ If necessary, meet with the appropriate college/school deans to seek
- 114 resolution of any policy compliance issues.
- 115 ○ Submit a letter to the Provost/VPAA

- 116 ▪ If compliance issues are identified and not resolved in the meeting
117 with the college/school dean, the letter will identify the issue(s),
118 report the committee’s discussion regarding the disposition of the
119 application, report the committee’s vote, and recommend either
120 delaying action on the application or allowing the application to
121 proceed.
- 122 ▪ If there are no compliance issues, the letter will indicate that and
123 recommend further consideration of each applicant.

124
125 Charge

- 126 • To advise and consult with the Provost/Vice President for Academic Affairs on
127 criteria, policies, and procedures related to tenure and promotion.
- 128 • To review all tenure and promotion policy recommendations transmitted from
129 department/division committees (not faculty portfolios) to ensure compliance with
130 Board, University, and department/division policies and timelines.

131
132 Meeting Procedure

- 133 • The members of the T & P Committee will meet during the first two weeks of
134 March to review tenure/promotion documents for policy compliance.
- 135 • All proceedings by this committee are strictly confidential in nature.
- 136 • All members of the committee will independently review the candidates’ letters
137 from the department/division tenure and promotion committee chair and the dean
138 at the scheduled meeting.
- 139 • Following the review, the committee will deliberate and vote.

140 • A simple majority vote is required for the committee to recommend that the
141 process complies with Board, University, and department/division policies for a
142 given candidate.

143
144 Guideline for Recommending Further Consideration of an Applicant

145 • By a simple majority vote the T & P Committee will determine whether to
146 recommend that an applicant be given further consideration.

147 **TENURE AND PROMOTIONS APPEALS COMMITTEE**

148
149 The University shall have a standing tenure and promotions appeals committee. The
150 Tenure and Promotions Appeals Committee shall consist of three tenured faculty
151 members at the rank of Professor. No two members of the committee shall be from the
152 same college or school, nor shall they be members of the University Tenure and
153 Promotion Committee. The members shall be appointed by the Faculty Senate as a
154 standing committee at the beginning of the academic year and shall serve one-year terms.
155 Committee members shall not hear appeals from members of their respective academic
156 department/division. If a member of the committee cannot hear a particular appeal, the
157 Faculty Senate President shall appoint a temporary replacement.

158 **PROCEDURES**

159 **APPLICATION FOR PROMOTION.** Application for promotion will be initiated by
160 the Library Services faculty member. When a faculty member believes that he or she has
161 met the University and Library Services criteria for promotion to the next higher rank, the
162 faculty member shall notify the Chair of the Library Services Tenure and Promotion
163 Committee in writing of his or her desire to be considered for promotion by September 1.
164 Application for promotion must be submitted by December 1 of the academic year in

165 which the candidate wishes to be considered. Since the probationary period in a tenure-
166 track position is six years, and the period of service for promotion to the rank of
167 Associate Professor is also six years, a faculty member may apply for tenure and
168 promotion to that rank simultaneously.

169 **PRE-TENURE AND PRE-PROMOTION REVIEW.** By February 1 of a Library
170 Services faculty member's second year and fourth year in a probationary appointment at
171 the University, the Library Services faculty member shall submit his/her portfolio to the
172 Chair of the Library Services Tenure and Promotion Committee. This Committee shall
173 review the portfolio and make written recommendations and shall, by March 1, forward
174 the portfolio and the committee's written recommendations to the Dean of Library
175 Services. The dean shall review the portfolio and make written recommendations and
176 shall, by April 1, forward the portfolio and all written recommendations to date to the
177 Library Services faculty member. Copies of all written recommendations to date shall be
178 retained in the dean's office. In cases where minimal progress is made between the
179 second year and fourth year, as determined by the committee or the Dean of Library
180 Services, the Library Services faculty member shall, in consultation with the Dean of
181 Library Services, develop and have on file in the Dean of Library Services' office by
182 May 1 a plan of action for improvement. This pre-tenure and pre-promotion review
183 process shall serve as a mentoring function for the Library Services faculty member to
184 identify strengths and weaknesses, not as a vote on promotion consideration.

185 **PORTFOLIOS.** Library Services faculty who are eligible for consideration for
186 promotion shall compile and maintain a portfolio that provides evidence of their
187 accomplishments in response to all three criteria used to make promotion decisions.

188 These include: professional competency, scholarship, and service. Unless otherwise
189 specified in the Library Services faculty member's contract, the primary emphasis among
190 the three criteria shall be professional competency. Evaluation shall be based on all three
191 areas, although it is realized that differences in emphasis may exist, depending on the
192 nature of the Library Services faculty member's assignment. Ultimately, the portfolio
193 must demonstrate an excellent record of Library Services faculty productivity, through
194 performance on the three criteria: professional competency, scholarship, and service.
195 Guidelines and suggestions for portfolios are available through the Dean of Library
196 Services.

197 **PORTFOLIO REVIEW.** A candidate applying for promotion must submit for review,
198 no later than December 1 of the year in which the candidate is being considered for
199 promotion, his/her portfolio to the Chair of the Library Services Tenure and Promotion
200 Committee. The chair forwards a list of tenure and promotion candidates to the Dean of
201 Library Services, University T & P chair, and the Provost/VPAA by December 1. The
202 Library Services Tenure and Promotion Committee shall meet and make its
203 recommendation (with reasons) as to whether promotion should be granted to the
204 candidate and forward the portfolio and recommendation to the Dean of Library Services
205 by February 1. The committee will send a copy of the recommendation letter to the
206 candidate. If the Dean of Library Services' recommendation for promotion is in
207 disagreement with the recommendation of the Library Services Tenure and Promotion
208 Committee, it shall be the responsibility of the Dean of Library Services to meet with the
209 Library Services Tenure and Promotion Committee to inform the members of such and
210 provide an explanation. The dean will send a copy of his/her recommendation to the

211 candidate. By March 1, the dean shall send the portfolio and the recommendations from
212 the Library Services Tenure and Promotion Committee and the Dean of Library Services
213 to the Provost/Vice President for Academic Affairs. The dean shall send a copy of all the
214 recommendations to the Chair of the University T & P Committee. The University T & P
215 Committee shall schedule a meeting during the first two weeks of March to review the
216 recommendations for compliance with IHL Board, University, and Library Services
217 policies and procedures. The committee chair shall contact all promotion candidates to
218 identify any potential grievance and/or concern. In the event procedural problems and/or
219 concerns are discovered, the Chair of the University T & P Committee shall meet with
220 the Dean of Library Services to seek resolution. Annotation of any unresolved
221 procedural problems shall be forwarded by the chair of the University T & P Committee
222 or the Dean of Library Services to the Provost/Vice President for Academic Affairs as
223 soon as possible after the meeting of the University T & P Committee and no later than
224 the fourth Friday in March. The Provost/Vice President for Academic Affairs shall
225 review each candidate's portfolio and make a recommendation (with reasons) regarding
226 the award of promotion and shall forward the portfolio and the promotion
227 recommendation to the President by April 1, citing any unresolved procedural problems
228 and/or concerns from the University T & P Committee. If the recommendation regarding
229 promotion from the Provost/Vice President for Academic Affairs or the President is in
230 disagreement with any of the previous recommendations, it shall be the responsibility of
231 the Provost/Vice President for Academic Affairs or the President to inform the candidate,
232 the Library Services Tenure and Promotion Committee chair, the dean, and the chair of
233 the University T & P Committee and provide an explanation. Upon approval by the

234 President, successful candidates shall be notified in writing by May 1 by the Provost/Vice
235 President for Academic Affairs.

236 **APPEAL.** Candidates who are not recommended for promotion shall be notified in
237 writing by the Provost/Vice President for Academic Affairs by April 15. Library Services
238 faculty members who wish to appeal must refer the case to the University Tenure and
239 Promotions Appeals Committee by May 1. This committee shall hold a hearing within
240 fifteen days to review the decision and submit a recommendation to the President, who
241 shall make a final determination within seven days and notify the candidate of such in
242 writing.

243	Approved by Academic Council:	August 27, 2002
244	Revised by Academic Council:	May 4, 2004
245	Revised by Academic Council:	June 22, 2004
246	Revised by Academic Council:	November 30, 2006
247	Revised by Academic Council:	July 22, 2008
248	Approved by Cabinet:	February 1, 2010
249	Revised by Academic Council:	July 30, 2010
250	Approved by Cabinet:	August 9, 2010