

1 **DELTA STATE UNIVERSITY TENURE POLICIES AND**
2 **PROCEDURES FOR LIBRARY SERVICES FACULTY**

3 Tenure serves the best interests of the Library Services faculty and the University by
4 protecting Library Services faculty members from dismissal except for reasons set forth
5 by policies of the IHL Board of Trustees. In our society we regard the acquisition of
6 knowledge to be of paramount importance; and society, through enlightened self-interest,
7 provides the University as a place for teaching and learning. Tenure in universities
8 provides protection that scholars require and serves society's aspirations that scholars
9 should have freedom of expression.

10 **TENURE DEFINED**

11 Tenure is defined by the IHL Board of Trustees as continuing employment that may be
12 granted to a Library Services faculty member after a probationary period upon
13 nomination by the President for election by the IHL Board of Trustees. Library Services
14 faculty are tenured to Library Services, unless otherwise designated by the IHL Board of
15 Trustees. For the University it is a safeguard of academic freedom and a reflection of the
16 quality of education offered. For the Library Services faculty member it is a privilege
17 granted by the University to Library Services faculty who have demonstrated their value
18 to the academic quality of the institution over an extended period of time.

19 **ELIGIBILITY FOR TENURE**

20 All Library Services faculty employed in a position designated as tenure-track at the time
21 of initial appointment to rank at the assistant professor level or higher who have satisfied

22 the minimum requirement for years of service in a probationary appointment shall be
23 considered for tenure.

24 **PROBATIONARY APPOINTMENTS**

25 In accordance with IHL Board of Trustees policy, probationary appointments are for one
26 year, or for other stated periods, subject to renewal.

27 **LENGTH OF PROBATIONARY PERIOD**

28 The probationary period in a tenure-track position is six years. Upon written agreement
29 between the institution and the Library Services faculty member at the time of initial
30 appointment to rank, credit up to a maximum of five years toward fulfillment of the
31 minimum probationary period may be allowed for service in rank at other institutions of
32 higher education. In special cases, the Provost/Vice President for Academic Affairs, upon
33 the recommendation of the college or school dean, may grant credit for exemplary service
34 not in rank. Such credit shall be awarded only to individuals who possess exceptional
35 professional qualifications and achievements and is not to be construed as exempting
36 such individuals from other institutional policies and procedures governing the awarding
37 of tenure. Library Services faculty members who transfer from one institution to another
38 within the Mississippi system are subject to the same probationary period in a given
39 institution as any other Library Services faculty member who is new to the system. At the
40 time of initial employment by the IHL Board of Trustees, a Library Services faculty
41 member or an administrative employee whose preceding employment included faculty
42 rank at the assistant professor level or higher and tenure may be granted tenure only if so
43 recommended by the Dean of Library Services, Provost/Vice President for Academic
44 Affairs, and the President and approved by the IHL Board of Trustees. In extraordinary

45 circumstances, (e.g. extended medical leave, educational leave) Library Services faculty
46 may submit a request for a suspension of the length of the six-year probationary period.
47 Requests shall be submitted to the Dean of Library Services for approval by the
48 Provost/Vice President for Academic Affairs.

49 **TENURE NOTIFICATION**

50 Once the probationary period has been completed, a Library Services faculty member, if
51 reappointed, may be considered for tenure. For tenure to be awarded, the President must
52 make a recommendation to the IHL Board of Trustees in writing. The award of tenure is
53 not vested until notice of the award is given in writing by the President, after approval by
54 the IHL Board of Trustees, and the written notice is actually received by the Library
55 Services faculty member.

56 **NOTICE OF NON-RENEWAL OF TENURE TRACK**

57 **LIBRARY SERVICES FACULTY**

58 The notice that a probationary appointment is not to be renewed shall be furnished in
59 writing by the Provost/Vice President for Academic Affairs to the Library Services
60 faculty member according to the following schedule: (1) not later than March 1 for
61 Library Services faculty in the first year of service at the institution, (2) not later than
62 December 1 for Library Services faculty in the second year of service at the institution,
63 (3) not later than September 1 for Library Services faculty who have completed two or
64 more years of service at the institution. This schedule of notification does not apply to
65 persons holding temporary or part-time positions, or persons with courtesy appointments,
66 such as adjunct appointments.

67 **CRITERIA FOR AWARDING TENURE**

68 A terminal (i.e. Master of Library Science) degree in the library field or in some instances
69 a graduate degree in a related scholarly field. Decisions in favor of awarding tenure are
70 made in recognition of accomplishments in response to the following criteria:
71 professional competency, scholarship, and service, as well as the appropriate academic
72 background for a tenure appointment. Each of the criteria is defined below.

73 **PROFESSIONAL COMPETENCY DEFINED**

74 Delta State University is primarily a teaching institution. However, most individuals who
75 hold appointments as Library Services faculty do not engage in teaching semester-length
76 formal courses. Thus, for Library Services faculty, professional competency is essential
77 for tenure consideration. Effective Library Services faculty demonstrate qualities which
78 may include, but are not limited to, the following: high academic standards, concern for
79 learning, a thorough knowledge of the subject, excellent organizational skills, excellent
80 communication skills, service ethic, respect for Library Services patrons, innovation in
81 professional practice, and continuing professional development and education.

82 Contributions to Library Services include, but are not limited to, instruction in accessing
83 information and technology, collection development, reference and user services, access
84 and control of information and equipment, leadership and supervision of personnel,
85 providing instructional support services, development of instructional aids and research
86 sources, and preservation or conservation activities.

87 **SCHOLARSHIP DEFINED**

88 Delta State University recognizes the important contributions that scholarship makes in
89 the advancement of Library Services. Scholarly inquiry and learning in Library Services

90 are reflected in, but not limited to, the following: dissemination of research and scholarly
91 findings through books, journal articles, monographs, abstracts, reviews, indexes, and
92 presentations at professional meetings, workshops, and training sessions; presentation of
93 creative achievements through exhibitions, performances, and publications; development
94 of new research methodologies, studies, and surveys; compilation of bibliographies,
95 collection research guides, and pathfinders; identification and evaluation of scholarly
96 resources that are appropriate for the educational mission; production of instructional
97 multimedia materials; obtainment of grants or contracts that support scholarly and
98 creative activity; achievement of honors and awards for significant scholarly and creative
99 activity, and participation as an editor and/or referee in support of scholarly and creative
100 publications.

101 **SERVICE DEFINED**

102 Delta State recognizes the importance of service as a part of its mission. The service
103 component is based on performance in three areas: service to the Library Services faculty
104 member's profession, service to the University, and public service to the community that
105 is related to the nature of the Library Services faculty member's assignment. Efforts to
106 advance accreditation-related initiatives, such as the Quality Enhancement Plan, shall be
107 considered as service to the University. Evaluation shall be based on all three areas,
108 although it is realized that differences in emphasis may exist depending on the nature of
109 the individual's assignment.

110 **LIBRARY SERVICES TENURE AND PROMOTION**

111 **COMMITTEE**

112 Library Services shall have a standing tenure and promotion committee. This Committee
113 shall consist of at least three persons. All of the tenured faculty members of Library
114 Services, excluding the Dean of Library Services, shall serve on the Committee. The
115 Committee shall elect a chair each year. If there are not at least three tenured faculty
116 members within Library Services to meet this criterion, the tenured faculty, in
117 consultation with the Dean of Library Services, shall appoint to the Committee faculty
118 who are from the same discipline, and are tenured at another university. Tenure
119 candidates shall receive notification of the non-departmental appointees to the Committee
120 who shall be reviewing their application prior to the initiation of their review. Any
121 concerns of the candidate regarding non-departmental appointees shall be forwarded to
122 the Chair of the University Tenure and Promotion (T & P) Committee, who shall meet
123 with the departmental tenure and promotion committee to seek resolution. In the absence
124 of agreement, the Provost/Vice President for Academic Affairs will mediate a resolution.
125 The Library Services Tenure and Promotion Committee shall have the responsibility for
126 reviewing portfolios of candidates for tenure and making recommendations, with reasons,
127 as to whether tenure should be granted. The Library Services Tenure and Promotion
128 Committee shall also be responsible, with assistance from the Dean of Library Services
129 and tenure-track faculty, for recommending tenure procedures and for recommending
130 guidelines for the portfolio to be used by candidates from Library Services for tenure and
131 promotion consideration.

132 **UNIVERSITY TENURE AND PROMOTION COMMITTEE**

133 Membership

- 134 • The University T&P Committee shall be composed of eleven tenured faculty
135 members, three from the College of Arts & Sciences, three from the College of

136 Business, three from the College of Education, one from the School of Nursing, and
137 one from Library Services.

- 138 • No two members shall be from the same department/division.
- 139 • Members shall be elected by the tenured and tenure-track faculty in the college or
140 school they represent and shall serve for staggered three-year terms.

141
142 Committee Chair

- 143 • The Chair shall rotate among the colleges and schools based on the following
144 schedule: Arts & Sciences, Business, Education, Nursing, and Library Services.
- 145 • The faculty member within the appropriate college/unit with the most longevity of
146 service on the committee shall serve as Chair.
- 147 • The Chair will
 - 148 ○ Make contact with each faculty member who has applied for tenure and/or
149 promotion to assess his/her perception of compliance, by the respective
150 department/division committee, chairs, and deans, with university policies
151 and procedures.
 - 152 ■ Any complaints of non-compliance by a faculty member will be
153 noted and discussed by the committee.
 - 154 ■ If necessary, the Provost/VPAA will be made aware of the
155 allegation(s).
 - 156 ○ If necessary, meet with the appropriate college/school dean(s) to seek
157 resolution of any policy compliance issues.
 - 158 ○ Submit a letter to the Provost/VPAA.

- 159 ▪ If compliance issues are identified and not resolved in the meeting
160 with the college/school dean, the letter will identify the issue(s),
161 report the committee’s discussion regarding the disposition of the
162 application, report the committee’s vote, and recommend either
163 delaying action on the application or allowing the application to
164 proceed.
- 165 ▪ If there are no compliance issues, the letter will indicate that and
166 recommend further consideration of each applicant.

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168 Charge

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

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175 Meeting Procedure

- 176 • The members of the T&P Committee will meet during the first two weeks of
177 March to review tenure/promotion documents for policy compliance.
- 178 • All proceedings by this committee are strictly confidential in nature.
- 179 • All members of the committee will independently review the candidates’ letters
180 from the department/division tenure and promotion committee chair, the
181 department/division chair, and the dean at the scheduled meeting.
- 182 • Following the review, the committee will deliberate and vote.

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

186
187 Guideline for Recommending Further Consideration of an Applicant

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

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191 **TENURE AND PROMOTIONS APPEALS COMMITTEE**

192 The University shall have a standing tenure and promotions appeals committee. The
193 Tenure and Promotions Appeals Committee shall consist of three tenured faculty
194 members at the rank of Professor. No two members of the Committee shall be from the
195 same college or school, nor shall they be members of the University Tenure and
196 Promotion Committee. The members shall be appointed by the Faculty Senate as a
197 standing committee at the beginning of the academic year and shall serve one-year terms.
198 Committee members shall not hear appeals from members of their respective academic
199 department/division. If a member of the Committee cannot hear a particular appeal, the
200 Faculty Senate President shall appoint a temporary replacement.

201 **PROCEDURES**

202 **TENURE APPLICATION.** Except under extraordinary circumstances as described in
203 the “Length of Probationary Period” paragraph above, consideration for tenure shall not
204 be deferred beyond the sixth full year of service. The Dean of Library Services shall
205 notify Library Services faculty in writing of their eligibility for tenure consideration by
206 October 1 of the sixth full year of service. By the end of six years in a tenure-track

207 position, a Library Services faculty member shall be awarded tenure or given a terminal
208 contract for the seventh year.

209 **PRE-TENURE REVIEW AND PRE-PROMOTION REVIEW.** By February 1 of a
210 Library Services faculty member's second year and fourth year in a probationary
211 appointment at the University, the Library Services faculty member shall submit his/her
212 portfolio to the Chair of the Library Services Tenure and Promotion Committee. This
213 Committee shall review the portfolio and make written recommendations and shall, by
214 March 1, forward the portfolio and the committee's written recommendation to the Dean
215 of Library Services. The Dean of Library Services shall review the portfolio and make
216 written recommendations and shall, by April 1, forward the portfolio and all written
217 recommendations to the Library Services faculty member. Copies of all written
218 recommendations to date shall be retained in the dean's office. In cases in which
219 minimal progress is made between the second year and fourth year, as determined by the
220 committee or the Dean of Library Services, the Library Services faculty member shall, in
221 consultation with the Dean of Library Services, develop and have on file in the Dean of
222 Library Services' office, by May 1, a plan of action for improvement. This pre-tenure
223 and pre-promotion review process shall serve as a mentoring function for the Library
224 Services faculty member to identify strengths and weaknesses, not as a vote on
225 tenure/promotion consideration.

226 **PORTFOLIOS.** Library Services faculty who are eligible for tenure consideration
227 shall compile and maintain a portfolio that provides evidence of their accomplishments in
228 response to all three criteria used to make tenure decisions. These include: professional
229 competency, scholarship, and service. Unless otherwise specified in the Library Services

230 faculty member's contract, the primary emphasis among the three criteria shall be
231 professional competency. Evaluation shall be based on all three areas, although it is
232 realized that differences in emphasis may exist, depending on the nature of the Library
233 Services faculty member's assignment. Ultimately, the portfolio must demonstrate an
234 excellent record of Library Services faculty productivity, through performance on the
235 three criteria: professional competency, scholarship, and service. Guidelines and
236 suggestions for portfolios are available through the Dean of Library Services.

237 **PORTFOLIO REVIEW.** A candidate applying for tenure must submit for review no
238 later than December 1 of the year in which the candidate is being considered for tenure,
239 his/her portfolio to the Chair of the Library Services Tenure and Promotion Committee.
240 The chair also submits a list of tenure and promotion candidates for Library Services to
241 the dean, University T & P Committee chair, and the Provost/VPAA by December 1.
242 The Library Services Tenure and Promotion Committee shall meet and make its
243 recommendation (with reasons) as to whether tenure should be granted to the candidate
244 and forward the portfolio and recommendation to the Dean of Library Services by
245 February 1. The Chair of the Library Services Tenure and Promotion Committee will
246 send a copy of the recommendation letter to the candidate. The Dean of Library Services
247 shall also review the portfolio and make a recommendation (with reasons). If the Dean of
248 Library Services' recommendation for tenure is in disagreement with the
249 recommendation of the Library Services Tenure and Promotion Committee, it shall be the
250 responsibility of the Dean of Library Services to inform them of such and provide an
251 explanation. By March 1, the dean shall send the portfolio and the recommendations from
252 the Library Services Tenure and Promotion Committee and the Dean of Library Services

253 to the Provost/Vice President for Academic Affairs. The dean shall send a copy of all
254 recommendations to the chair of the University Tenure and Promotion Committee. The
255 University T & P Committee shall schedule a meeting during the first two weeks of
256 March to review the recommendations for compliance with IHL Board, University, and
257 Library Services policies and procedures. The committee chair shall contact all tenure
258 candidates to identify any potential grievance and/or concern. In the event procedural
259 problems and/or concerns are discovered, the chair of the University T & P Committee
260 shall meet with the Dean of Library Services to seek resolution. Annotation of any
261 unresolved procedural problems shall be forwarded by the chair of the University T & P
262 Committee to the Provost/Vice President for Academic Affairs as soon as possible after
263 the meeting of the University T & P Committee and no later than the fourth Friday in
264 March. The Provost/Vice President for Academic Affairs shall review each candidate's
265 portfolio and make a recommendation (with reasons) regarding the award of tenure and
266 shall forward the portfolio and the tenure recommendations to the President by April 1,
267 citing any unresolved procedural problems and/or concerns from the University T & P
268 Committee. If the recommendations regarding tenure from the Provost/Vice President
269 for Academic Affairs' or the President is in disagreement with any of the previous
270 recommendations, it shall be the responsibility of the Provost/Vice President for
271 Academic Affairs or the President to inform the candidate, the Library Services Tenure
272 and Promotion Committee, the dean, and the chair of the University T & P Committee
273 and provide an explanation. The recommendations for tenure submitted by the
274 Provost/Vice President for Academic Affairs and approved by the President shall be
275 transmitted to the IHL Board of Trustees for confirmation at its May meeting. Upon

276 Board approval, successful candidates shall be notified in writing by June 1 by the
277 President.

278 **APPEAL.** Candidates who are not recommended for tenure shall be notified in writing
279 by the Provost/Vice President for Academic Affairs by April 15. Library Services faculty
280 members who wish to appeal must refer the case to the University Tenure and
281 Promotions Appeals Committee by May 1. This committee shall hold a hearing within
282 fifteen days to review the decision and submit a recommendation to the President, who
283 shall make a final determination within seven days and notify the candidate of such in
284 writing. Library Services faculty who wish to appeal the final decision of the President
285 to the IHL Board of Trustees have thirty days to do so effective from the date of
286 notification by the President and should follow the procedures outlined in section
287 403.0104 of the Policies of the IHL Board of Trustees.

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289	Revised by Academic Council:	April 16, 2002
290	Revised by Academic Council:	May 4, 2004
291	Revised by Academic Council:	June 22, 2004
292	Revised Approved by Academic Council:	September 13, 2000
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295	Approved by Cabinet:	February 1, 2010
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