

1 **DELTA STATE UNIVERSITY POLICIES AND**
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3 **PROCEDURES FOR PROMOTION FOR**
4
5 **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 (seven years for faculty hired before July 1,
16 2005) of professional library experience. (2) A minimum of three years
17 experience at the rank of Assistant Professor. (3) Documentation of effectiveness
18 in areas of professional competency. (4) Documentation of scholarship or creative
19 activities. (5) Documentation of 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 promotion consideration.

91 **UNIVERSITY TENURE AND PROMOTION COMMITTEE**

92 Membership

- 93 • The University P&T 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 professor who has applied for tenure and
- 108 promotion to assess their perception of compliance to university policies
- 109 and procedures by deans, department committees, and chairs reviewing
- 110 their respective dossier.
- 111 ■ Any discrepancies will be noted and discussed by the committee. If
- 112 necessary, the Provost/VPAA will be made aware of the
- 113 allegation(s).
- 114 ○ If necessary, meet with college/school deans to seek resolution of any
- 115 policy compliance issues.

- 116 ○ Submit a letter to the Provost/VPAA
- 117 ▪ If compliance issues are identified, the letter will identify the
- 118 issue(s), reporting the committee’s discussion regarding the
- 119 disposition of the application, reporting the committee’s vote and
- 120 recommend either delay of future action on the application or
- 121 allowing the application to proceed in the process.
- 122 ▪ If there are no compliance issues, the letter will indicate that and
- 123 recommend further consideration of each applicant.

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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

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132 Meeting Procedure

- 133 • The members of the P&T 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’ dossiers
- 137 at the scheduled meeting.
- 138 • Following the review, the committee will deliberate and vote.

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

142
143 Guideline for Recommending Further Consideration of an Applicant

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

146 **TENURE AND PROMOTIONS APPEALS COMMITTEE**

147
148 The University shall have a standing tenure and promotions appeals committee. The
149 Tenure and Promotions Appeals Committee shall consist of three tenured faculty
150 members at the rank of Professor. No two members of the Committee shall be from the
151 same college or school, nor shall they be members of the University Tenure and
152 Promotion Committee. The members shall be appointed by the Faculty Senate as a
153 standing committee at the beginning of the academic year and shall serve one-year terms.
154 Committee members shall not hear appeals from members of their academic
155 department/division. If a member of the Committee cannot hear a particular appeal, the
156 Faculty Senate President shall appoint a temporary replacement.

157 **PROCEDURES**

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

164 wishes to be considered. Since the probationary period in a tenure-track position is six
165 years (seven years for faculty hired before July 1, 2005), and the period of service for
166 promotion to the rank of Associate Professor is also six years (seven years for faculty
167 hired before July 1, 2005), a faculty member may apply for tenure and promotion to that
168 rank simultaneously.

169 **PRE-PROMOTION REVIEW.** By February 1 of a Library Services faculty member's
170 second year and fourth year (third year and fifth year for faculty hired before July 1,
171 2005) in a probationary appointment at the University, the Library Services faculty
172 member shall submit his/her portfolio to the Chair of the Library Services Tenure and
173 Promotion Committee. This Committee shall review the portfolio and make
174 recommendations in writing to assist the Library Services faculty member in advancing
175 in an appropriate manner toward promotion. The Dean of Library Services shall also
176 review the portfolio and make written recommendations to the Library Services faculty
177 member. Both the committee report and the Dean of Library Services report are to be on
178 file in the Dean of Library Services' office by March 15. In cases where minimal
179 progress is made between the second year and fourth year (third year and fifth year for
180 faculty hired before July 1, 2005), as determined by the committee and/or the Dean of
181 Library Services, the Library Services faculty member shall, in consultation with the
182 Dean of Library Services, develop and have on file in the Dean of Library Services'
183 office by May 1 a plan of action for improvement. This pre-promotion review process
184 shall serve as a mentoring function for the Library Services faculty member to identify
185 strengths and weaknesses, not as a vote on promotion consideration.

186 **PORTFOLIOS.** Library Services faculty who are eligible for consideration for
187 promotion shall compile and maintain a portfolio that provides evidence of their
188 accomplishments in response to all three criteria used to make promotion decisions.
189 These include: professional competency, scholarship, and service. Unless otherwise
190 specified in the Library Services faculty member's contract, the primary emphasis among
191 the three criteria shall be professional competency. Evaluation shall be based on all three
192 areas, although it is realized that differences in emphasis may exist, depending on the
193 nature of the Library Services faculty member's assignment. Ultimately, the portfolio
194 must demonstrate an excellent record of Library Services faculty productivity, through
195 performance on the three criteria: professional competency, scholarship, and service.
196 Guidelines and suggestions for portfolios are available through the Dean of Library
197 Services.

198 **PORTFOLIO REVIEW.** A candidate applying for promotion must submit his/her
199 portfolio to the Chair of the Library Services Tenure and Promotion Committee for
200 review no later than December 1 of the academic year in which the candidate is
201 requesting consideration for promotion. The Library Services Tenure and Promotion
202 Committee shall meet and make its recommendation (with reasons) as to whether
203 promotion should be granted to the candidate and forward the portfolio and
204 recommendation to the Dean of Library Services by February 1. The Dean of Library
205 Services shall also review the portfolio and make a recommendation (with reasons)
206 regarding the award of promotion by February 15. If the Dean of Library Services'
207 recommendation for promotion is in disagreement with the recommendation of the
208 Library Services Tenure and Promotion Committee, it shall be the responsibility of the

209 Dean of Library Services to meet with the Library Services Tenure and Promotion
210 Committee to inform them of such and provide an explanation. By March 1, the portfolio
211 and the recommendations from the Library Services Tenure and Promotion Committee
212 and the Dean of Library Services shall be sent by the Dean of Library Services to the
213 Provost/Vice President for Academic Affairs. A copy of the recommendations shall be
214 sent by the Dean of Library Services to the Chair of the University Committee on Tenure
215 and Promotion. The University Committee on Tenure and Promotion shall schedule a
216 meeting during the first two weeks of March to review the recommendations for
217 compliance with IHL Board, University, and Library Services policies and procedures.
218 The Committee Chair shall also contact all promotion candidates to identify any potential
219 grievance and/or concern. In the event procedural problems and/or concerns are
220 discovered, the Chair of the University Committee on Tenure and Promotion shall meet
221 with the Dean of Library Services to seek resolution. Annotation of any unresolved
222 procedural problems shall be forwarded by the Dean of Library Services to the
223 Provost/Vice President for Academic Affairs as soon as possible after the meeting of the
224 University Committee on Tenure and Promotion and no later than the third Monday in
225 March. The Provost/Vice President for Academic Affairs shall also review the portfolio
226 and make a recommendation (with reasons) regarding the award of promotion and shall
227 forward the portfolio and the promotion recommendation to the President by April 1,
228 citing any unresolved procedural problems and/or concerns from the University Tenure
229 and Promotion Committee, accompanied by the promotion recommendations of the
230 Library Services Tenure and Promotion Committee and the Dean of Library Services. If
231 the Provost/Vice President for Academic Affairs' and/or the President's recommendation

232 for promotion is in disagreement with any of the previous recommendations, it shall be
233 the responsibility of the Provost/Vice President for Academic Affairs and/or the President
234 to inform the involved parties and provide an explanation. Upon approval by the
235 President, successful candidates shall be notified in writing by May 1 by the Provost/Vice
236 President for Academic Affairs.

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

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