

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 (seven years for faculty
29 hired before July 1, 2005). Upon written agreement between the institution and the
30 Library Services faculty member at the time of initial appointment to rank, credit up to a
31 maximum of five years (four years for faculty hired before July 1, 2005) toward
32 fulfillment of the minimum probationary period may be allowed for service in rank at
33 other institutions of higher education. In special cases, the Provost/Vice President for
34 Academic Affairs, upon the recommendation of the college or school dean, may grant
35 credit for exemplary service not in rank. Such credit shall be awarded only to individuals
36 who possess exceptional professional qualifications and achievements and is not to be
37 construed as exempting such individuals from other institutional policies and procedures
38 governing the awarding of tenure. Library Services faculty members who transfer from
39 one institution to another within the Mississippi system are subject to the same
40 probationary period in a given institution as any other Library Services faculty member
41 who is new to the system. At the time of initial employment by the IHL Board of
42 Trustees, a Library Services faculty member or an administrative employee whose
43 preceding employment included faculty rank at the assistant professor level or higher and
44 tenure may be granted tenure only if so recommended by the Dean of Library Services,

45 Provost/Vice President for Academic Affairs, and the President and approved by the IHL
46 Board of Trustees. In extraordinary circumstances, (e.g. extended medical leave,
47 educational leave) Library Services faculty may submit a request for a suspension of the
48 length of the six-year (seven-year for faculty hired before July 1, 2005) probationary
49 period. Requests shall be submitted to the Dean of Library Services for approval by the
50 Provost/Vice President for Academic Affairs.

51 **TENURE NOTIFICATION**

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

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

59 **LIBRARY SERVICES FACULTY**

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

67 persons holding temporary or part-time positions, or persons with courtesy appointments,
68 such as adjunct appointments.

69 **CRITERIA FOR AWARDING TENURE**

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

75 **PROFESSIONAL COMPETENCY DEFINED**

76 Delta State University is primarily a teaching institution. However, most individuals who
77 hold appointments as Library Services faculty do not engage in teaching semester-length
78 formal courses. Thus, for Library Services faculty, professional competency is essential
79 for tenure consideration. Effective Library Services faculty demonstrate qualities which
80 may include, but are not limited to, the following: high academic standards, concern for
81 learning, a thorough knowledge of the subject, excellent organizational skills, excellent
82 communication skills, service ethic, respect for Library Services patrons, innovation in
83 professional practice, and continuing professional development and education.
84 Contributions to Library Services include, but are not limited to, instruction in accessing
85 information and technology, collection development, reference and user services, access
86 and control of information and equipment, leadership and supervision of personnel,
87 providing instructional support services, development of instructional aids and research
88 sources, and preservation or conservation activities.

89 **SCHOLARSHIP DEFINED**

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

103 **SERVICE DEFINED**

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

112 **LIBRARY SERVICES TENURE AND PROMOTION**

113 **COMMITTEE**

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

134 **UNIVERSITY TENURE AND PROMOTION COMMITTEE**

135 Membership

- 136 • The University P&T Committee shall be composed of eleven tenured faculty
- 137 members, three from the College of Arts & Sciences, three from the College of
- 138 Business, three from the College of Education, one from the School of Nursing, and
- 139 one from Library Services
- 140 • No two members shall be from the same department/division
- 141 • Members shall be elected by the tenured and tenure-track faculty in the college or
- 142 school they represent and shall serve for staggered three-year terms

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144 Committee Chair

- 145 • The Chair shall rotate among the colleges and schools based on the following
- 146 schedule: Arts & Sciences, Business, Education, Nursing, and Library Services
- 147 • The faculty member within the appropriate college/unit with the most longevity of
- 148 service on the committee shall serve as Chair
- 149 • The Chair will
- 150 ○ Make contact with each professor who has applied for tenure and
- 151 promotion to assess their perception of compliance to university policies
- 152 and procedures by deans, department committees, and chairs reviewing
- 153 their respective dossier.
- 154 ■ Any discrepancies will be noted and discussed by the committee. If
- 155 necessary, the Provost/VPAA will be made aware of the
- 156 allegation(s).

- 157 ○ If necessary, meet with college/school deans to seek resolution of any
158 policy compliance issues.
- 159 ○ Submit a letter to the Provost/VPAA
- 160 ▪ If compliance issues are identified, the letter will identify the
161 issue(s), reporting the committee’s discussion regarding the
162 disposition of the application, reporting the committee’s vote and
163 recommend either delay of future action on the application or
164 allowing the application to proceed in the process.
- 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 P&T 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’ dossiers
180 at the scheduled meeting.
- 181 • Following the review, the committee will deliberate and vote.

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

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186 Guideline for Recommending Further Consideration of an Applicant

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

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190 **TENURE AND PROMOTIONS APPEALS COMMITTEE**

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

200 **PROCEDURES**

201 **TENURE APPLICATION.** Except under extraordinary circumstances as described in
202 the “Length of Probationary Period” paragraph above, consideration for tenure shall not
203 be deferred beyond the sixth full year of service (seventh full year of service for faculty
204 hired before July 1, 2005). The Dean of Library Services shall notify Library Services
205 faculty in writing of their eligibility for tenure consideration by October 1 of the sixth full
206 year of service (seventh full year of service for faculty hired before July 1, 2005). By the

207 end of six years in a tenure-track position (seven years in a tenure-track position for
208 faculty hired before July 1, 2005), a Library Services faculty member shall be awarded
209 tenure or given a terminal contract for the seventh year (eighth year for faculty hired
210 before July 1, 2005).

211 **PRE-TENURE REVIEW.** By February 1 of a Library Services faculty member's
212 second year and fourth year (third year and fifth year for faculty hired before July 1,
213 2005) in a probationary appointment at the University, the Library Services faculty
214 member shall submit his/her portfolio to the Chair of the Library Services Tenure and
215 Promotion Committee. This Committee shall review the portfolio and make
216 recommendations in writing to assist the Library Services faculty member in advancing
217 in an appropriate manner toward tenure. The Dean of Library Services shall also review
218 the portfolio and make written recommendations to the Library Services faculty member.
219 Both the committee report and the Dean of Library Services report are to be on file in the
220 Dean of Library Services' office by March 15. In cases where minimal progress is made
221 between the second year and fourth year (third year and fifth year for faculty hired before
222 July 1, 2005), as determined by the committee and/or the Dean of Library Services, the
223 Library Services faculty member shall, in consultation with the Dean of Library Services,
224 develop and have on file in the Dean of Library Services' office by May 1 a plan of
225 action for improvement. This pre-tenure review process shall serve as a mentoring
226 function for the Library Services faculty member to identify strengths and weaknesses,
227 not as a vote on tenure consideration.

228 **PORTFOLIOS.** Library Services faculty who are eligible for tenure consideration
229 shall compile and maintain a portfolio that provides evidence of their accomplishments in

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

239 **PORTFOLIO REVIEW.** A candidate applying for tenure must submit his/her portfolio
240 to the Chair of the Library Services Tenure and Promotion Committee for review no later
241 than December 1 of the academic year in which the candidate is being considered for
242 tenure. 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 Dean of Library Services shall also review the portfolio and make a
246 recommendation (with reasons) regarding the award of tenure by February 15. If the
247 Dean of Library Services' recommendation for tenure is in disagreement with the
248 recommendation of the Library Services Tenure and Promotion Committee, it shall be the
249 responsibility of the Dean of Library Services to meet with the Library Services Tenure
250 and Promotion Committee to inform them of such and provide an explanation. By March
251 1, the portfolio and the recommendations from the Library Services Tenure and
252 Promotion Committee and the Dean of Library Services shall be sent by the Dean of

253 Library Services to the Provost/Vice President for Academic Affairs. A copy of the
254 recommendations shall be sent by the Dean of Library Services to the Chair of the
255 University Committee on Tenure and Promotion. The University Committee on Tenure
256 and Promotion shall schedule a meeting during the month of March to review the
257 recommendations for compliance with IHL Board, University, and Library Services
258 policies and procedures. The Committee Chair shall also contact all tenure candidates to
259 identify any potential grievance and/or concern. In the event procedural problems and/or
260 concerns are discovered, the Chair of the University Committee on Tenure and
261 Promotion shall meet with the Dean of Library Services to seek resolution. Annotation
262 of any unresolved procedural problems shall be forwarded by the Dean of Library
263 Services to the Provost/Vice President for Academic Affairs as soon as possible after the
264 meeting of the University Committee on Tenure and Promotion and no later than the third
265 Monday in March. The Provost/Vice President for Academic Affairs shall also review the
266 portfolio and make a recommendation (with reasons) regarding the award of tenure and
267 shall forward the portfolio and the tenure recommendation to the President by April 1,
268 citing any unresolved procedural problems and/or concerns from the University Tenure
269 and Promotion Committee, accompanied by the tenure recommendations of the Library
270 Services Tenure and Promotion Committee and the Dean of Library Services. If the
271 Provost/Vice President for Academic Affairs' and/or the President's recommendation for
272 tenure is in disagreement with any of the previous recommendations, it shall be the
273 responsibility of the Provost/Vice President for Academic Affairs and/or the President to
274 inform the involved parties and provide an explanation. The recommendations for tenure
275 submitted by the Provost/Vice President for Academic Affairs and approved by the

276 President shall be transmitted to the IHL Board of Trustees for confirmation at its May
277 meeting. Upon Board approval, successful candidates shall be notified in writing by June
278 1 by the President.

279 **APPEAL.** Candidates who are not recommended for tenure shall be notified in writing
280 by the Provost/Vice President for Academic Affairs by April 15. Library Services faculty
281 members who wish to appeal must refer the case to the University Tenure and
282 Promotions Appeals Committee by May 1. This Committee shall hold a hearing within
283 fifteen days to review the decision and submit a recommendation to the President, who
284 shall make a final determination within seven days and notify the candidate of such in
285 writing. Library Services faculty who wish to appeal the final decision of the President
286 to the IHL Board of Trustees have thirty days to do so effective from the date of
287 notification by the President and should follow the procedures outlined in section
288 403.0104 of the Policies of the IHL Board of Trustees.

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290	Approved by Academic Council:	September 13, 2000
291	Revised by Academic Council:	April 16, 2002
292	Revised by Academic Council:	May 4, 2004
293	Revised by Academic Council:	June 22, 2004
294	Revised by Academic Council:	November 30, 2006
295	Revised by Academic Council:	July 22, 2008
296	Approved by Cabinet:	February 1, 2010