DELTA STATE UNIVERSITY POLICIES AND

PROCEDURES FOR PROMOTION FOR

LIBRARY SERVICES FACULTY

ACADEMIC RANKS

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

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

Associate Professor: (1) Six years (seven years for faculty hired before July 1, 2005) of professional library experience. (2) A minimum of three years experience at the rank of Assistant Professor. (3) Documentation of effectiveness in areas of professional competency. (4) Documentation of scholarship or creative activities. (5) Documentation of professional, university, and community service.

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

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

PROFESSIONAL COMPETENCY DEFINED

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

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

SERVICE DEFINED

Delta State recognizes the importance of service as a part of its mission. The service component is based on performance in three areas: service to the Library Services faculty member’s profession, service to the University, and public service to the community that is related to the nature of the Library Services faculty member’s assignment. Efforts to advance accreditation-related initiatives, such as the Quality Enhancement Plan, shall be considered as service to the University.
Library Services shall have a standing tenure and promotion committee. This Committee shall consist of at least three persons. All of the tenured faculty members of Library Services, excluding the Dean of Library Services, shall serve on the Committee. The Committee shall elect a chair each year. If there are not at least three tenured faculty members within Library Services to meet this criterion, the tenured faculty, in consultation with the Dean of Library Services, shall appoint to the Committee faculty who are from the same discipline, and are tenured at another university. Candidates for promotion shall receive notification of the non-departmental appointees to the Committee who shall be reviewing their application prior to the initiation of their review for promotion. Any concerns of the candidate regarding non-departmental appointees shall be forwarded to the Chair of the University Tenure and Promotion Committee, who shall meet with the departmental tenure and promotion committee to seek resolution. In the absence of agreement, the Provost/Vice President for Academic Affairs will mediate a resolution. The Library Services Tenure and Promotion Committee shall have the responsibility for reviewing portfolios of candidates for promotion and making recommendations, with reasons, as to whether promotion should be granted. The Library Services Tenure and Promotion Committee shall also be responsible, with assistance from the Dean of Library Services and tenure-track faculty, for recommending promotion procedures and for recommending guidelines for the portfolio to be used by candidates from Library Services for promotion consideration.
Membership

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

Committee Chair

- The Chair shall rotate among the colleges and schools based on the following schedule: Arts & Sciences, Business, Education, Nursing, and Library Services.
- The faculty member within the appropriate college/unit with the most longevity of service on the committee shall serve as Chair.
- The Chair will
  - Make contact with each professor who has applied for tenure and promotion to assess their perception of compliance to university policies and procedures by deans, department committees, and chairs reviewing their respective dossier.
    - Any discrepancies will be noted and discussed by the committee. If necessary, the Provost/VPAA will be made aware of the allegation(s).
  - If necessary, meet with college/school deans to seek resolution of any policy compliance issues.
Submit a letter to the Provost/VPAA

- If compliance issues are identified, the letter will identify the issue(s), reporting the committee’s discussion regarding the disposition of the application, reporting the committee’s vote and recommend either delay of future action on the application or allowing the application to proceed in the process.

- If there are no compliance issues, the letter will indicate that and recommend further consideration of each applicant.

Charge

- To advise and consult with the Provost/Vice President for Academic Affairs on criteria, policies, and procedures related to tenure and promotion

- To review all tenure and promotion policy recommendations transmitted from department/division committees (not faculty portfolios) to ensure compliance with Board, University, and department/division policies and timelines

Meeting Procedure

- The members of the P&T Committee will meet during the first two weeks of March to review tenure/promotion documents for policy compliance.

- All proceedings by this committee are strictly confidential in nature.

- All members of the committee will independently review the candidates’ dossiers at the scheduled meeting.

- Following the review, the committee will deliberate and vote.
A simple majority vote is required for the committee to recommend that the process complies with Board, University, and department/division policies for a given candidate.

Guideline for Recommending Further Consideration of an Applicant

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

TENURE AND PROMOTIONS APPEALS COMMITTEE

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

PROCEDURES

APPLICATION FOR PROMOTION. Application for promotion will be initiated by the Library Services faculty member. When a faculty member believes that he or she has met the University and Library Services criteria for promotion to the next higher rank, the faculty member shall notify the Chair of the Library Services Tenure and Promotion Committee in writing of his or her desire to be considered for promotion. Application for promotion must be submitted by December 1 of the academic year in which the candidate
wishes to be considered. Since the probationary period in a tenure-track position is six
years (seven years for faculty hired before July 1, 2005), and the period of service for
promotion to the rank of Associate Professor is also six years (seven years for faculty
hired before July 1, 2005), a faculty member may apply for tenure and promotion to that
rank simultaneously.

**PRE-PROMOTION REVIEW.** By February 1 of a Library Services faculty member’s
second year and fourth year (third year and fifth year for faculty hired before July 1,
2005) in a probationary appointment at the University, the Library Services faculty
member shall submit his/her portfolio to the Chair of the Library Services Tenure and
Promotion Committee. This Committee shall review the portfolio and make
recommendations in writing to assist the Library Services faculty member in advancing
in an appropriate manner toward promotion. The Dean of Library Services shall also
review the portfolio and make written recommendations to the Library Services faculty
member. Both the committee report and the Dean of Library Services report are to be on
file in the Dean of Library Services’ office by March 15. In cases where minimal
progress is made between the second year and fourth year (third year and fifth year for
faculty hired before July 1, 2005), as determined by the committee and/or the Dean of
Library Services, the Library Services faculty member shall, in consultation with the
Dean of Library Services, develop and have on file in the Dean of Library Services’
office by May 1 a plan of action for improvement. This pre-promotion review process
shall serve as a mentoring function for the Library Services faculty member to identify
strengths and weaknesses, not as a vote on promotion consideration.
PORTFOLIOS. Library Services faculty who are eligible for consideration for promotion shall compile and maintain a portfolio that provides evidence of their accomplishments in response to all three criteria used to make promotion decisions. These include: professional competency, scholarship, and service. Unless otherwise specified in the Library Services faculty member’s contract, the primary emphasis among the three criteria shall be professional competency. Evaluation shall be based on all three areas, although it is realized that differences in emphasis may exist, depending on the nature of the Library Services faculty member’s assignment. Ultimately, the portfolio must demonstrate an excellent record of Library Services faculty productivity, through performance on the three criteria: professional competency, scholarship, and service. Guidelines and suggestions for portfolios are available through the Dean of Library Services.

PORTFOLIO REVIEW. A candidate applying for promotion must submit his/her portfolio to the Chair of the Library Services Tenure and Promotion Committee for review no later than December 1 of the academic year in which the candidate is requesting consideration for promotion. The Library Services Tenure and Promotion Committee shall meet and make its recommendation (with reasons) as to whether promotion should be granted to the candidate and forward the portfolio and recommendation to the Dean of Library Services by February 1. The Dean of Library Services shall also review the portfolio and make a recommendation (with reasons) regarding the award of promotion by February 15. If the Dean of Library Services’ recommendation for promotion is in disagreement with the recommendation of the Library Services Tenure and Promotion Committee, it shall be the responsibility of the
Dean of Library Services to meet with the Library Services Tenure and Promotion Committee to inform them of such and provide an explanation. By March 1, the portfolio and the recommendations from the Library Services Tenure and Promotion Committee and the Dean of Library Services shall be sent by the Dean of Library Services to the Provost/Vice President for Academic Affairs. A copy of the recommendations shall be sent by the Dean of Library Services to the Chair of the University Committee on Tenure and Promotion. The University Committee on Tenure and Promotion shall schedule a meeting during the first two weeks of March to review the recommendations for compliance with IHL Board, University, and Library Services policies and procedures. The Committee Chair shall also contact all promotion candidates to identify any potential grievance and/or concern. In the event procedural problems and/or concerns are discovered, the Chair of the University Committee on Tenure and Promotion shall meet with the Dean of Library Services to seek resolution. Annotation of any unresolved procedural problems shall be forwarded by the Dean of Library Services to the Provost/Vice President for Academic Affairs as soon as possible after the meeting of the University Committee on Tenure and Promotion and no later than the third Monday in March. The Provost/Vice President for Academic Affairs shall also review the portfolio and make a recommendation (with reasons) regarding the award of promotion and shall forward the portfolio and the promotion recommendation to the President by April 1, citing any unresolved procedural problems and/or concerns from the University Tenure and Promotion Committee, accompanied by the promotion recommendations of the Library Services Tenure and Promotion Committee and the Dean of Library Services. If the Provost/Vice President for Academic Affairs’ and/or the President’s recommendation
for promotion is in disagreement with any of the previous recommendations, it shall be
the responsibility of the Provost/Vice President for Academic Affairs and/or the President
to inform the involved parties and provide an explanation. Upon approval by the
President, successful candidates shall be notified in writing by May 1 by the Provost/Vice
President for Academic Affairs.

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

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