DELTA STATE UNIVERSITY TENURE POLICIES AND PROCEDURES FOR LIBRARY SERVICES FACULTY

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

TENURE DEFINED

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

ELIGIBILITY FOR TENURE

All Library Services faculty employed in a position designated as tenure-track at the time of initial appointment to rank at the assistant professor level or higher who have satisfied
the minimum requirement for years of service in a probationary appointment shall be considered for tenure.

PROBATIONARY APPOINTMENTS

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

LENGTH OF PROBATIONARY PERIOD

The probationary period in a tenure-track position is six years (seven years for faculty hired before July 1, 2005). Upon written agreement between the institution and the Library Services faculty member at the time of initial appointment to rank, credit up to a maximum of five years (four years for faculty hired before July 1, 2005) toward fulfillment of the minimum probationary period may be allowed for service in rank at other institutions of higher education. In special cases, the Provost/Vice President for Academic Affairs, upon the recommendation of the college or school dean, may grant credit for exemplary service not in rank. Such credit shall be awarded only to individuals who possess exceptional professional qualifications and achievements and is not to be construed as exempting such individuals from other institutional policies and procedures governing the awarding of tenure. Library Services faculty members who transfer from one institution to another within the Mississippi system are subject to the same probationary period in a given institution as any other Library Services faculty member who is new to the system. At the time of initial employment by the IHL Board of Trustees, a Library Services faculty member or an administrative employee whose preceding employment included faculty rank at the assistant professor level or higher and tenure may be granted tenure only if so recommended by the Dean of Library Services,
In extraordinary circumstances, (e.g. extended medical leave, educational leave) Library Services faculty may submit a request for a suspension of the length of the six-year (seven-year for faculty hired before July 1, 2005) probationary period. Requests shall be submitted to the Dean of Library Services for approval by the Provost/Vice President for Academic Affairs.

**TENURE NOTIFICATION**

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

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

**LIBRARY SERVICES FACULTY**

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

CRITERIA FOR AWARDING TENURE

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. Decisions in favor of awarding tenure 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. 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 tenure 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. 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.
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. Tenure candidates shall receive notification of the non-departmental appointees to the Committee who shall be reviewing their application prior to the initiation of their review. 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 tenure and making recommendations, with reasons, as to whether tenure 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 tenure procedures and for recommending guidelines for the portfolio to be used by candidates from Library Services for tenure consideration.
UNIVERSITY TENURE AND PROMOTION COMMITTEE

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**

**TENURE APPLICATION.** Except under extraordinary circumstances as described in the “Length of Probationary Period” paragraph above, consideration for tenure shall not be deferred beyond the sixth full year of service (seventh full year of service for faculty hired before July 1, 2005). The Dean of Library Services shall notify Library Services faculty in writing of their eligibility for tenure consideration by October 1 of the sixth full year of service (seventh full year of service for faculty hired before July 1, 2005). By the
end of six years in a tenure-track position (seven years in a tenure-track position for faculty hired before July 1, 2005), a Library Services faculty member shall be awarded tenure or given a terminal contract for the seventh year (eighth year for faculty hired before July 1, 2005).

**PRE-TENURE 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 tenure. 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-tenure review process shall serve as a mentoring function for the Library Services faculty member to identify strengths and weaknesses, not as a vote on tenure consideration.

**PORTFOLIOS.** Library Services faculty who are eligible for tenure consideration shall compile and maintain a portfolio that provides evidence of their accomplishments in
response to all three criteria used to make tenure 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 tenure 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 being considered for
tenure. The Library Services Tenure and Promotion Committee shall meet and make its
recommendation (with reasons) as to whether tenure 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 tenure by February 15. If the
Dean of Library Services’ recommendation for tenure 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 month 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 tenure 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 tenure and shall forward the portfolio and the tenure 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 tenure 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 tenure 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. The recommendations for tenure submitted by the Provost/Vice President for Academic Affairs and approved by the
President shall be transmitted to the IHL Board of Trustees for confirmation at its May meeting. Upon Board approval, successful candidates shall be notified in writing by June 1 by the President.

**APPEAL.** Candidates who are not recommended for tenure 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. Library Services faculty who wish to appeal the final decision of the President to the IHL Board of Trustees have thirty days to do so effective from the date of notification by the President and should follow the procedures outlined in section 403.0104 of the Policies of the IHL Board of Trustees.

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