

Updating UL Promotion and Tenure Procedures (Project)

Last October (2004), Junior Faculty members began to discover that we had in common some problems regarding the appointment, promotion, and tenure policies and procedures. These were: 1) that they were not, as far as we could tell, documented anywhere in complete form, but rather in a number of documents with sometimes contradictory provisions, 2) that the largest and most comprehensive of the documents was distributed in the form of photocopies of a typescript dated 1991, 3) that the various documents were distributed in haphazard fashion in the form of photocopies or printouts, and 4) that the procedures outlined were not always followed or even well understood by those responsible for their implementation. These realizations, as well as our varied unsatisfactory experiences and a general wish to be in touch regarding other common interests and concerns, led us to begin networking on a less informal basis. (The realization dawned that what we felt we needed to do could not be done over lunch!) The sub-group of Junior Faculty formed by those of us who are on the tenure track, and who therefore have been dealing with these issues (i.e. Dana, Janet, Cynthia, Mimi, Kristen, Jason, and myself) have met as necessary to draw up 1) a list of general concerns, and 2) suggested edits of the documents.

As the sole Junior Faculty member of the Appointment and Promotion Committee, I began serving as liaison between the two groups. This has involved collecting from the Junior Faculty detailed suggestions re. the procedures and how best to update them, then introducing and explaining them to A&P; it also involved learning to see them in the light of the viewpoints expressed by A&P while advocating, specifically and in general, their adoption. In the process, both groups have met separately on a number of occasions for editing sessions—usually in a computer classroom. They have also met twice together—the first time for the Junior Faculty to present its list of concerns and the second time to go over the version of the document that combined the work of both groups and that is presented here.

As it turned out, this need of the (tenure-track) Junior Faculty harmonized with the need felt by the Appointment and Promotion Committee to clarify its role relative to that of the mentorship committees and Library Administration (particularly Human Resources) in the same area. Thus, both needs are being addressed by the project, which has now, reached a major point on the path to completion. In the form approved by Library Faculty, it will be submitted for further approval by the University Senate's Library Promotion and Tenure Committee.

The following documents have been posted on the Library-Staff site for your perusal:

1. SBU Univ. Libraries Promotion and Tenure Procedures (“LPTP”): our proposed comprehensive document, which can be inspected in these views: final, final with markup (edits), original, and original with markup. This document is the result of 1) the scanning (and proofing) of the 1991 typescript photocopy of Library Personnel Policies and Procedures (“LPPP”), 2) much editing of that document, and 3) the editing of the documents listed below and their incorporation into LPTP. The editing has been carried out up to, but not beyond, the purely visual (cosmetic) aspect. That work, along with some “final” editing, will be done before submitting it to the University Senate. (Note: “original” in this case is an earlier form of the document, but not the real “original”. For that, see “LPPP” on the list below.
2. LIBRARY PERSONNEL POLICIES AND PROCEDURES
This is the text of the original document presented as scanned and with scanning errors corrected. Extracts from it formed the texts of two handouts given to most or all Junior Faculty on arrival: “Criteria for Promotion and Continuing Appointment of Library Faculty” and “Guidelines for Application of Criteria for Promotion to Specific Ranks”
3. PROGRAM FOR ASSISTING LIBRARY FACULTY PROGRESS TOWARD PROMOTION AND CONTINUING APPOINTMENT
This was edited, then incorporated into LPTP as the new “Appendix I”
4. THE ROLE OF THE A&P COMMITTEE IN MENTORING UNTENURED LIBRARY FACULTY (“Approved by the Library A&P Committee on 2/26/2002”)
Incorporated into no. 3 (and then into Appendix I of no. 1)
5. CHECKLIST FOR MENTORING COMMITTEE SETUP and MENTORING COMMITTEE GUIDELINES
Minimally distributed document dated “April 2, 2003”. Elements from it incorporated into LPTP.
6. CONCERNS, QUESTIONS, AND PROPOSALS FOR THE A&P COMMITTEE
(Submitted by Junior Faculty on Tenure-Track, Nov. 29, 2004)