

Program for Assisting Library Faculty Progress Toward  
Promotion and Continuing Appointment

**Comment [JCA1]:** The editing has been based on 1) the document "Checklist for mentoring committee setup", dated "April 2, 2003", and 2) work done at the meeting of JFTT on 4/28/2005.

I. Documents to be supplied to all library faculty by the time of appointment. Latest revisions of:

- A. UUP Agreement
- B. Board of Trustees Policies
- C. Library Personnel Policy Procedures
- D. Library Faculty By-Laws
- E. Program for Assisting Library Faculty Progress Toward Promotion and Continuing Appointment
- F. Cover memorandum from the Director of Libraries explaining the significance of the above documents and encouraging faculty to begin planning progress toward promotion and continuing appointment
- G. For library faculty without continuing appointment: notification of date of mandatory review for continuing appointment.

II. Program for Mentoring Library Faculty Without Continuing Appointment

- A. The Committee of three senior (tenured) faculty should be set up by the beginning of the candidate's second year as faculty member—earlier for those who come in at the Assistant rank. Not less than two years prior to the tenure/promotion hearing (typically at the end of the second first year of employment). ~~The candidate's supervisor should meet with the candidate to discuss names of librarians to be considered as mentors. After this, the~~ Director, in consultation with the junior faculty member and A&P, appoints ~~a small special committee of three senior (tenured) faculty members to the Committee and designates a convener~~ to work with and advise the junior member regarding his or her progress toward achieving tenure and promotion.
- B. The committee may include no more than one faculty member from the junior member's department, and no member of library administration.
- C. The junior member is required to present a biographic file to the committee. This file may be based upon a file prepared for promotion, if that is available. It should be, insofar as possible, in conformity with the guidelines for candidacy files stated in the "Library Personnel Policy Procedures," although letters of reference are not required, ~~except that a letter from the junior member's immediate supervisor is required.~~
- D. The committee conducts an informal but thorough and confidential review of the junior member's progress toward tenure/promotion.
- E. The committee, after reviewing the file and seeking additional information from the junior member or others, as it deems necessary, conducts an interview with the junior member, the purpose of which is to discuss, in detail, the junior member's readiness for tenure/promotion review with respect to the Library's six criteria for continuing appointment and promotion.

**Comment [JCA2]:** Was I.I.D.

**Comment [JCA3]:** The change from "department" to "progress toward tenure promotion" corrects a typing error.

**Comment [JCA4]:** Was I.I.C.

F. The Mentoring Committee will meet with the candidate to discuss the promotion procedure, documentation, criteria, schedule, etc. The Committee reviews the candidate's files and makes recommendations concerning contents, format, etc. The Committee will also advise the candidate on his/her strengths and weaknesses and how they may be addressed. It is strongly recommended that a written report be provided to the candidate to be used as a guide in the preparation of the promotion file.

Comment [JCA5]: New: from "Checklist..."

G. It is suggested that the Committee meet with the candidate at least twice before the first promotion review to Senior Assistant Librarian, and twice again before the permanent appointment review.

Comment [JCA6]: New: from "Checklist..."

H. A representative of the committee, within one week after the interview, may give to the junior member and the Director a confidential written summary of its observations, including an assessment of progress under each of the six criteria for tenure and promotion.

Comment [JCA7]: Was I.I.F.

I. The junior member may request additional meetings with the committee to ask questions or seek guidance.

Comment [JCA8]: Was I.I.G.

~~The committee will continue to be available to the junior member to advise on preparation of the official tenure/promotion file.~~

~~I.J.~~ The findings of these special committees will be held in confidence and may not be made a part of the official tenure/promotion file, but they may be made available, on a confidential basis, to the A&P Committee for use in the reappointment process.

Comment [JCA9]: Was I.I.L.

K. The junior member, if she/he so chooses, may request that the director appoint a new committee for subsequent reviews or consultations.

Comment [JCA10]: Was I.I.J.

~~In cases where serious deficiencies are identified, the committee may be asked by the Director to review the junior member's progress again at the end of a stated period of time.~~

~~J.~~ The junior member, if she/he so chooses, may request that the director appoint a new committee for subsequent reviews or consultations.

~~K.L.~~ A tenured member of the Library faculty seeking promotion may also, at his or her option, request that the Director appoint a mentoring committee to assist with the candidacy.

Comment [JCA11]: Should this be A&P's role instead?

~~L.~~ The findings of these special committees will be held in confidence and may not be made a part of the official tenure/promotion file, but they may be made available, on a confidential basis, to the A&P Committee for use in the reappointment process.

### III. Workshops on Promotion and Continuing Appointment

- A. The office of the Director of Libraries arranges an annual workshop on the promotion and continuing appointment each October.
- B. The workshop is conducted by a committee appointed by the Director. The committee includes recent and/or current members of the Committee on Library Policy and the Personnel Officer as an information resource person.
- C. The workshop is convened for:
  1. library faculty without continuing appointment

2. Supervisors of faculty without continuing appointment who register for the workshop
  3. Other librarians considering promotion candidacies
  4. Other interested library faculty
- D. The workshop is not conducted if there are no registrants by a preannounced date, after ample notification
- E. Workshop topics:
1. Criteria for promotion and continuing appointment
  2. Guidelines for compiling candidacies files
  3. Departmental (i.e. library) procedures
  4. Procedures of the Committee on Library Personnel Policy and provostial review
  5. Questions from registrants and their supervisors.

Approved by Library Faculty  
I and III, June 25, 1985  
II, October 11, 1988  
Rev. 3/7/89  
Retyped into Word, 2005

**Comment [JCA12]:** This section should be revised as item II. M, describing annual workshops—it still needs to be worked out/discussed which body should be responsible for setting up the workshops—Director or A&P.

**Comment [JCA13]:** The text of "Role of the A&P Committee ..." (updated to include elements from "Checklist") should be incorporated into this Section.