

Senate Document SD 90-3
(Superseded by [SD 05-12](#))
(Supersedes SD 88-40)
(Approved, 10/8/1990)
(Amended and Approved, 2/10/2003)

TO: The Senate

FROM: IPFW Librarians

DATE: October 8, 1990

SUBJ: Replacement of SD 88-40, "[Criteria for Librarian Promotion and Tenure for Librarians](#)"

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, SD 88-40, "Criteria for Promotion and Tenure for Librarians" does not reflect changes implemented in 1990 in Indiana University Libraries system-wide criteria for librarians' promotion; and

WHEREAS, IPFW Librarians are required to conform to the I.U. Libraries system-wide criteria;

RESOLVED, That the Senate approve the attached document which will supersede SD 88-40 and will be used in place of SD 88-25 in tenure and promotion cases of librarians on this campus.

CRITERIA FOR PROMOTION AND TENURE FOR LIBRARIANS
Senate Document SD 90-3
Approved, 10/8/1990

The Authority for Library Tenure and Librarian Ranks

Library tenure is granted to librarians at Indiana University based on the authority of a statement approved by the Board of Trustees on June 30, 1972 which reads, in part, "a person appointed as a professional librarian in the Indiana University Library System shall have Library tenure after the same probationary period that is applicable to the faculty." Also, the Academic Handbook of Indiana University states that titles for librarians are: "Librarian, Associate Librarian, and Assistant Librarian" (pg. 59).

Indiana University distinguishes between faculty and librarians in the granting of tenure and in the ranks which librarians hold. The university also recognizes that there are differences in the nature of the professional duties of librarians and faculty by establishing different criteria for librarians' promotion and tenure. The criteria upon which librarians in the Indiana University system are judged follow. The language below is taken from "Criteria for Tenure for Librarians" and "Criteria for Librarian Promotions," sections of Indiana University Libraries' Library Faculty Handbook.

The Principle of Tenure for Librarians

The principle of tenure imposes reciprocal responsibilities on the university as a body politic and on the librarian. The university has the responsibility of maintaining the principles of academic freedom. To discharge this responsibility the university provides tenure in order that librarians may be secure in their professional work. The librarian is obligated to maintain high standards of professional conduct, research and creativity, and performance in the development and organization of library services and in the communication of information and knowledge to others.

Criteria for Tenure

After the appropriate probationary period, tenure shall be granted to those faculty members whose professional characteristics indicate they will continue to serve with distinction in their appointed roles. Tenure considerations must take into account the mission of the particular unit and the individual librarian's contribution to that mission. The balanced case (see UFC Circular U13-94) will not compromise current criteria for performance and may be applied only to professional development and service. A candidate for tenure should excel in performance and be satisfactory in the following two categories: professional development and service.

Criteria for Promotion

The criteria for promotion are (1) performance, (2) professional development, and (3) service. Promotion considerations must take into account differences in mission among campuses, among schools within some campuses and individual librarian's contributions to the school/campus mission. The relative weight attached to the criteria above must vary accordingly. Promotion to any rank is a recognition of achievement in the present rank and a confidence that the individual is capable of greater responsibilities and accomplishments. The balanced case (see UFC Circular U13-94) will not compromise current criteria for performance and may be applied only to professional development and service.

Performance

A librarian must be, first and foremost, an effective librarian in the position held at Indiana University. The quality of performance is admittedly difficult to evaluate. This evaluation is so important that recommendations for an individual's promotion should include evidence drawn from such sources as supervisor evaluations and others who have been closely associated with his or her performance or in some other capacity.

Professional Development

A librarian who is responsive to the demands of the profession must make contributions through professional development.

Evidence of professional development MAY include: list of memberships in professional associations (including dates); evidence of post-MLS education; copies of conference papers or lectures; documentation of panel participation at conferences; copies of research and/or creative publications; summary of fellowships, grants, awards, and/or other special honors; other evidence of professional development.

The candidate should demonstrate a definite continuing program of professional development. Quality of contribution is considered more important than mere quantity.

Service

The librarian is expected to assume service responsibilities. Fulfilling these obligations enhances the value of the librarian as a member of the university and library community.

Evidence of service MAY include: list of service on library committees (for all lists of committee or organizational service, include a summary of activities and an explanation of the candidate's contribution); list of service on university committees; list of service on regional and/or state professional or scholarly organizations; list of service in national and/or

international professional or scholarly organizations; list of community service; copies of conference and/or workshop programs (include only pages of direct relevance); documentation of teaching activities performed for departments or agencies outside the library; summary of professional consulting projects (include reports or brief descriptions); other evidence of service.

The evaluation of the service should be in terms of the effectiveness with which the service is performed, its relation to the general welfare of the university, and its effect on the development of the individual foremost as a librarian as well as a member of the university community. As in professional development, the quality of contribution is considered more important than mere quantity.

Promotion in Rank

When considered for promotion the individual should be assessed in regard to all three criteria from the preceding section. Favorable actions should result when the individual has demonstrated a level of competence or distinction appropriate to the proposed rank. Failure to promote may result from unsatisfactory performance in other areas.

It shall be the privilege of any librarian to submit a recommendation for the promotion of any librarian, including one's self.

From Assistant Librarian to Associate Librarian

Excellent performance is the primary criterion and must exceed the requirements of operational standards. Professional development and service are secondary criteria. The candidate must show continued improvement beyond the satisfactory level in one and be satisfactory in the other.

If professional development is the secondary criterion, the librarian should be responsive to the demands of one's profession by contributing through professional development.

If service to the libraries, university, profession or community is the secondary criterion, it should be discharged with merit and should reflect favorably on the university and the libraries.

From Associate Librarian to Librarian

Superior performance is the primary criterion. This promotion is based upon achievement beyond the level required for the rank of associate librarian.

If professional development is the secondary criterion, the librarian must show a continued significant contribution at the state, regional, national, or international level.

If service is the secondary criterion, the librarian must show a continued significant contribution at the community, state, regional, national, or international level.

Performance in the third area must be at least satisfactory.