

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee

Elaine Blakemore, Chair

SUBJECT: Proposed amendments to SD 90-3 (Criteria for Librarian Promotion and Tenure)

DATE: January 22, 2003

Whereas, changes have occurred in the Indiana University Librarians' *Library Faculty Handbook* and in the Indiana University *Academic Handbook* in the criteria for promotion and tenure for librarians since SD 90-3 was approved; and

Whereas, The Library Council and the Senate Faculty Affairs Committee have approved the attached changes to SD 90-3;

Be it Resolved, that the Senate approve the SD 90-3 as modified.

TO: Faculty Affairs Committee
and
Fort Wayne Senate

FROM: Library Council,
Ken Balthaser, Chair

DATE: November 22, 2002

SUBJECT: Proposed amendments to SD 90-3 (Criteria for Librarian Promotion and Tenure for Librarians)

DISPOSITION: To the Presiding Officer for implementation

Whereas, changes have occurred in the Indiana University Librarians' *Library Faculty Handbook* and in the Indiana University *Academic Handbook* in the criteria for promotion and tenure for librarians since SD 90-3 was approved; and

Whereas, it was necessary for the Library Council to incorporate those changes into SD 90-3;

Be it Resolved, that the Senate approve the following changes to SD 90-3.

Senate Document SD 90-3

~~(Supersedes SD 88-40)~~

~~(Approved, 10/8/1990)~~

CRITERIA FOR LIBRARIAN PROMOTION AND TENURE FOR LIBRARIANS

Senate Document SD 90-3

Approved 10/8/1990

The Authority for Library Tenure and Librarian Ranks *(delete underline)*

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 *(delete underline)* in the Indiana University Library System shall have Library *(delete underline)* tenure after the same probationary period that is applicable to the faculty." Also, the Academic Handbook of Indiana University states that "~~full-time librarians are appointed in ranks analogous to and modeled on faculty ranks. These are: Librarian, Associate Librarian, Assistant Librarian, and Affiliate Librarian. The status of librarians holding titles under this rank system is closely analogous to that of full-time faculty.~~" *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, ~~and approved by the I.U. library faculty, March, 1989.~~

LIBRARIAN TENURE

The Principle of Tenure for Librarians *(delete underline)*

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 *(delete underline)*

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.*

~~1. Professional development~~

~~2. Service~~

Criteria (*delete underline*) *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 (*delete underline*)

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 (*delete underline*)

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 (*delete underline*)

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 (*delete underline*)

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 Affiliate Librarian to Assistant Librarian

~~This promotion usually is based primarily on evidence of good performance. A promising beginning of professional development and service are expected.~~

From Assistant Librarian to Associate Librarian *(delete underline)*

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 *(delete underline)*

Superior performance is the primary criterion. ~~The candidate must show evidence of performance that is achieved by few others at Indiana University.~~ *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, ~~or~~ national, *or international* level.

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

Performance in the third area must be at least satisfactory.

Visiting Appointments

~~The term visiting is used in instances where, (1) an individual is on leave from another place of employment, or (2) an individual is employed on a temporary basis. The individual may be engaged in full time or part time duties at Indiana University. Although an individual may be reappointed as a visiting appointee, the title is not normally used for more than two consecutive years.~~

~~This is not a tenure track appointment. The visiting appointee may not enjoy all the rights and privileges of full-time appointees — such as voting rights; eligibility for Faculty Council membership; sabbatical leaves; and access to research, travel, or other special funds reserved for full-time faculty.~~

~~The university is not obligated to count service as a visiting appointee as credit toward tenure if the appointment is later changed to a regular appointment, but exceptions may be made in regular accordance with the procedures used by the university in making regular academic appointments.~~

Adjunct Appointment (non-tenure track)

~~This title is used when the status conferred by such a title is deemed important and in a variety of circumstances ranging from those in which the appointees are contributing their services gratis, for a~~

~~limited period and on a part time basis, to other cases in which the appointees are compensated for part of their time.~~

~~This is not a tenure track appointment.~~

~~Part time Appointments (non tenure track)~~

~~Individuals holding these positions devote only part of their time to the duties of a librarian. They may also be gainfully employed in other activities, either with Indiana University or elsewhere. Thus a full time employee of Indiana University may still be a part time librarian. A part time appointee is also appointed at the rank which would be given were that individual being considered for a full time position. When an individual is employed in such part time on a continuing or recurrent basis, promotion in rank must go through normal procedures of that unit of the library.~~

~~This is not a tenure track appointment.~~