

Senate Document SD 03-18

(Approved, 3/15/2004)

TO: The Senate

FROM: Faculty Affairs Committee
David Oberstar, Chair

DATE: February 27, 2004

RE.: Composition of the Promotion and Tenure Committee of the Library

DISPOSITION: To the presiding officer for implementation

Whereas the Faculty Affairs Committee has approved the revisions to SD 89-4, Procedures for Librarians' Promotion and Tenure,

Therefore be it resolved that the Senate approve said revisions.

Senate Document SD 89-4

(Approved, 9/18/1989)

(Amended & Approved, 10/8/1990)

PROCEDURES FOR LIBRARIANS' PROMOTION AND TENURE

PREAMBLE:

IPFW Librarians are part of the Indiana University Libraries system and ~~as such must~~ follow the system-wide procedures and criteria for promotion and tenure as stated in Indiana University Libraries Library Faculty Handbook. These criteria are also stated in ~~FWSD~~ *Senate Document SD 90-3 (Approved 4/24/1989)*. With regard to promotion and tenure procedure on the IPFW campus, ~~FWSD 88-13 (Section 1.3) (Amended 12/12/1988 and Amended and Approved 1/16-1/23/1989)~~ charges each school/division faculty (~~1~~) to approve department/program promotion and tenure committee composition and functions (~~Section 1.3~~). This document is submitted to the Senate pursuant to ~~FWSD 88-13~~, its provisions are subordinate to it, and revisions to it require Senate review.

PROCEDURES:

THE CAMPUS COMMITTEE

The names of all eligible librarians will be placed on a ballot. All tenured and tenure-track librarians will vote for two candidates. Those two librarians who receive the highest number of votes will become the library's nominees for the Campus Committee. A tie vote will be decided by a run off election. The names of the nominees will be forwarded to the chancellor by the director of the library.

THE PRIMARY LIBRARY COMMITTEE ON PROMOTION AND TENURE

The Primary Library Committee on Promotion and Tenure will consist of all tenured ~~and tenure-track~~ librarians, excluding the director and the candidate(s). *If fewer than three librarians are eligible to serve, all of the tenured and tenure-track librarians will submit to the director the names of three to five tenured faculty from other IPFW academic departments suitable to serve on the committee. From this list the director will solicit and appoint enough faculty to bring the committee membership to a minimum of three.* One tenured librarian will be elected by the committee to serve as chair each year. All members of the committee will vote on tenure and promotion cases. *All full-time, tenure-track members of the department shall have the opportunity to review and comment on each case for promotion and tenure at the first meeting.*

Cases will be decided according to the Indiana University ~~Library~~ Libraries system criteria as stated in the Indiana University Academic Handbook and in the Indiana University Libraries Library Faculty Handbook, and as approved by the Fort Wayne ~~Faculty~~ Senate in SD 90-3.

Each ~~librarian's~~ *member's* vote on a case will be openly declared. A simple majority of the ballots cast will constitute a positive recommendation by the Primary Library Committee. The chair will write a recommendation based on the vote. This recommendation will be reviewed and approved by the committee. At the time the case is sent forward to the next level, the chair will inform the candidate in writing of the vote and the recommendation with a statement of the reasons ~~therefor~~.

The case and the Primary Library Committee's recommendation will be forwarded to the library director for his/her recommendation. The library director will inform the candidate and the Primary Library Committee in writing of his/her recommendation with a statement of the reasons ~~therefor~~. The dossier is then routed in the ~~following~~ manner set forth in the ~~I.U.~~ *Indiana University Libraries Library Faculty Handbook*.