



Indiana University  
Purdue University  
Fort Wayne

## **Reappointment Review: Timeline and Guidelines for Librarians**

This document provides a year-by-year reappointment checklist to complement librarian promotion and tenure criteria. The intent is to assist probationary library faculty and their supervisors in documenting progress toward meeting the promotion and tenure criteria, as reported in the annual reappointment reviews.

**1. Librarians normally receive their reappointment reviews and notification of reappointment or nonreappointment in:**

- February of year 1 (3 months' notice)
- November of year 2 (6 months' notice) and May of year 2 (one year's notice)
- May of year 3 and each subsequent year (one year's notice)

**Due dates** for librarians to submit information to their supervisors will vary depending on the year of the appointment. Normally 3-4 months lead time is required.

**2. Librarian response to review:**

- Signature indicates that the librarian has read the review;
- Initials next to tenure review date indicate that the librarian agrees with the date;
- Librarians are entitled to request that errors of fact be corrected;
- Librarians are entitled to attach a response if they disagree with the content of the review.

**3. Year-by-year guidelines.**

The guidelines represent minimum levels of acceptable progress toward tenure and promotion to associate librarian. The following principles apply:

- These guidelines must be interpreted in light of the standards and criteria for tenure and promotion for IPFW librarians, described in the Indiana University Library Handbook, relevant IPFW Senate documents, and the IU Academic Handbook;
- The library director has primary responsibility for explaining the library's expectations to pre-tenure librarians and for ensuring that the librarians receive appropriate mentoring assistance;
- The expectations should be explained as part of the hiring process and reinforced yearly;
- The director (and mentors) must make clear to librarians the level of performance/productivity needed to document excellence in performance and satisfactory progress in professional development/research/creative endeavor, and service;
- The annual reappointment letter and the annual review must address each area to enable librarians to understand clearly their progress toward promotion and tenure;
- The librarian's annual review must be consistent with the recommendations in the reappointment letter;
- If a librarian has not documented satisfactory progress according to library standards and P&T criteria but is nevertheless recommended for reappointment, there must be a convincing justification for granting an exception.

**4. Nonreappointment.** Unsatisfactory performance or progress is grounds for nonreappointment at any point, beginning in year one.

**5. Continued Professional Growth.** The campus criteria for promotion state: a promotion to Associate Professor is based upon actual performance and the potential for continued professional growth (SD 88-25). Thus, the minimum levels of achievement specified in this document must not be viewed as an end point, but as a milestone on the path toward Librarian rank.

### Year One

Year	Time Frame	Evidence of Satisfactory Performance and Recommendations		
		Performance	Professional Development/ Research/Creative Endeavor	Service
		<b>The librarian is in the process of satisfying any hiring conditions stated in the contract.</b>		
<b>One</b>	<p>Submit materials* in late fall (normally early December)</p> <p>Receive reappointment letter for year two in February (3 months' notice).</p> <p>*Materials include librarian annual report form and updated vita.</p>	<p>1. The library director, supervisor, and librarian have discussed the expectations for performance, the criteria for establishing competence and excellence in performance, and the need to document effectiveness using multiple measures.</p> <p>2. The librarian presents evidence of appropriate activities in support of library goals and of learning about/adjusting to the library/institutional culture and expectations.</p>	<p>1. Library director, supervisor, and librarian have discussed librarian expectations for research/creative endeavor, the criteria for establishing satisfactory, beyond satisfactory and excellence in this area, and the types of evidence needed.</p> <p>2. Library director, supervisor, and librarian have discussed librarian expectations for professional development.</p>	<p>1. The library director, supervisor, and librarian have discussed expectations for service and the criteria for establishing satisfactory, beyond satisfactory and excellence in this area and the types of evidence needed.</p>
		<p>The library director=s reappointment letter addresses each area. The letter enables both the librarian and administrators beyond the library to understand how the librarian is meeting expectations in each area.</p> <ul style="list-style-type: none"> <li>· If there are concerns in any area, the library director, supervisor, and the librarian discuss a plan for addressing them. The library director reports the concern and the plan in the reappointment letter.</li> <li>· Unsatisfactory performance or progress is grounds for nonreappointment.</li> </ul>		

### Year Two- Reappointment Review (recommendation for year three)

Year	Time Frame	Evidence of Satisfactory Performance and Recommendations		
		Performance	Professional Development/ Research/Creative Endeavor	Service
		Previous conditions, if any, have been met.		
<b>Two</b>	Submit materials in early fall (usually September).  Receive reappointment letter for year three in November (6 months' notice).	1. Librarian provides concrete evidence of librarian effectiveness, based on contributions to library goals and other measures.  2. The librarian has articulated and discussed with the library director and supervisor a multi-year plan to build a focused expertise within the performance area.	1. There is evidence of professional development activity.  2. The librarian has articulated and discussed with the library director and supervisor a focused multi-year plan for professional development/research/ creative endeavor and/or service.	1. Librarian provides evidence that service activities and contributions meet or exceed expectations.  2. The librarian has articulated and discussed with the library director and supervisor a focused multi-year plan for professional development/ research/ creative endeavor and/or service.
		A positive reappointment recommendation from the library director must enable both the librarian and administrators beyond the library to understand how the librarian is meeting expectations in each area. <ul style="list-style-type: none"> <li>· Any problems in performance, professional development/ research/ creative endeavor, or service are reported, with a plan for addressing them, in the reappointment letter. If there are multiple problems, a formalized plan agreed upon by the librarian, supervisor, and library director with a timeline, is appended to the reappointment letter.</li> <li>· Unsatisfactory performance or progress is grounds for nonreappointment.</li> </ul>		

**Year Two - Annual Review  
(recommendation for year four)**

Year	Time Frame	Evidence of Satisfactory Performance and Recommendations		
		Performance	Professional Development/ Research/Creative Endeavor	Service
Two	Submit materials early in spring semester (normally by January 1).  Receive reappointment letter for year four in May (1 year's notice).	<b>By the time of this reappointment, the librarian has identified his/her potential area of expertise in performance and secondary emphasis for promotion, understands the standards and criteria for documenting excellence, and is in the process of building a case for excellence. Previous conditions (if any) have been met.</b>		
		1. Librarian provides concrete evidence of performance effectiveness, based on contributions to library goals and other measures.  2. Librarian reflects on performance and makes adjustments as appropriate.	1. There is evidence of professional development activity (as required by the IU Academic Handbook).  2. If professional development/ research/creative endeavor is the secondary area of emphasis (after performance), there is concrete evidence pointing toward continued improvement beyond the satisfactory level, per librarian promotion and tenure criteria.  3. If professional development/ research/creative endeavor is the third area of emphasis (after performance), there is satisfactory activity as defined by librarian promotion and tenure criteria.	1. The librarian provides evidence that service activities meet or exceed expectations.  2. If service is the secondary area of emphasis (after performance), there is concrete evidence pointing toward continued improvement beyond the satisfactory level, per librarian promotion and tenure criteria.  3. If service is the third area of emphasis (after performance), there is satisfactory activity as defined by librarian promotion and tenure criteria.
		A positive reappointment recommendation from the library director must enable both the librarian and administrators beyond the library to understand how the librarian is meeting expectations in each area. <ul style="list-style-type: none"> <li>· If problems in performance, professional development/ research/creative endeavor, or service have surfaced that were not apparent earlier, they are reported, with a plan for addressing them, in the reappointment letter.</li> <li>· A previously reported concern that was not satisfactorily addressed may be grounds for nonreappointment or the library director and librarian may formalize a plan, with timeline, for addressing the problems. The formalized plan is appended to the reappointment letter.</li> <li>· Unsatisfactory performance or progress is grounds for nonreappointment.</li> </ul>		

### Year Three

Year	Time Frame	Evidence of Satisfactory Performance and Recommendations		
		Performance	Professional Development/ Research/Creative Endeavor	Service
<b>Three</b>	<p>Submit materials early in Spring semester (normally by January 1).</p> <p>A comprehensive internal third-year review, prepared according to the P&amp;T dossier format, is strongly recommended at this point.</p> <p>Reappointment letter for year five in May (1 year's notice)</p>	<p><b>Promotion requires demonstrated excellence in performance as well as satisfactory progress in the second area of emphasis. If no focused expertise within the performance is identified by this time, the library director and librarian must recognize this as a concern that needs to be addressed. Previous conditions (if any) have been met.</b></p>		
		<ol style="list-style-type: none"> <li>1. Librarian provides concrete evidence of progress toward performance excellence, based on contributions to library goals and other measures, as above.</li> <li>2. Librarian provides concrete evidence leading to focused expertise within performance area.</li> </ol>	<ol style="list-style-type: none"> <li>1. There is evidence of professional development activity (as required by the IU Academic Handbook).</li> <li>2. If professional development/ research/ creative endeavor is the secondary area of emphasis (after performance), there is concrete evidence pointing toward continued improvement beyond the satisfactory level, per librarian promotion and tenure criteria.</li> <li>3. If professional development/ research/ creative endeavor is the third area of emphasis (after performance), there is satisfactory activity as defined by librarian promotion and tenure criteria.</li> </ol>	<ol style="list-style-type: none"> <li>1. The librarian provides evidence that service activities meet or exceed expectations.</li> <li>2. If service is the secondary area of emphasis (after performance), there is concrete evidence pointing toward continued improvement beyond the satisfactory level, per librarian promotion and tenure criteria.</li> <li>3. If service is the third area of emphasis (after performance), there is satisfactory activity as defined by librarian promotion and tenure criteria.</li> </ol>
		<p>A positive reappointment recommendation from the library director must enable both the librarian and administrators beyond the library to understand how the librarian is meeting expectations in each area.</p> <ul style="list-style-type: none"> <li>· If problems have surfaced that were not apparent earlier, they are reported, with a plan for addressing them, in the reappointment letter.</li> <li>· A previously reported concern that was not satisfactorily addressed may be grounds for nonreappointment or the library director and librarian may formalize a plan, with timeline, for addressing the problems. The formalized plan is appended to the reappointment letter.</li> <li>· Unsatisfactory performance or /progress is grounds for nonreappointment.</li> </ul>		

**Year Four**

Year	Time Frame	Evidence of Satisfactory Performance and Recommendations		
		Performance	Professional Development/ Research/Creative Endeavor	Service
Four	Submit materials early in spring semester (normally by January 1).  Reappointment letter for year six in May (1 year's notice).	<b>The librarian documents continued progress toward excellence in performance and concrete progress in the secondary area of emphasis and satisfactory performance in the other area. Previous conditions (if any) have been met.</b>		
		<p>1. Librarian provides concrete evidence of progress toward excellence, based on contributions to library goals and other measures.</p> <p>2. Librarian reflects on performance and makes adjustments as appropriate.</p>	<p>1. There is evidence of professional development activity (as required by the IU Academic Handbook).</p> <p>2. If professional development/ research/creative endeavor is the secondary area of emphasis (after performance), there is concrete evidence pointing toward continued improvement beyond the satisfactory level, per librarian promotion and tenure criteria.</p> <p>3. If professional development/ research/ creative endeavor is the third area of emphasis (after performance), there is satisfactory activity as defined by librarian promotion and tenure criteria.</p>	<p>1. The librarian provides evidence that service activities meet or exceed expectations.</p> <p>2. If service is the secondary area of emphasis (after performance), there is concrete evidence pointing toward continued improvement beyond the satisfactory level, per librarian promotion and tenure criteria.</p> <p>3. If service is the third area of emphasis (after performance), there is satisfactory activity as defined by librarian promotion and tenure criteria.</p>
		<p>A positive reappointment recommendation from the library director must enable both the librarian and administrators beyond the library to understand how the librarian is meeting expectations in each area.</p> <ul style="list-style-type: none"> <li>· If problems have surfaced that were not apparent earlier, they are reported, with a plan for addressing them, in the reappointment letter.</li> <li>· A previously reported concern that was not satisfactorily addressed may be grounds for nonreappointment or the library director and librarian may formalize a plan, with timeline, for addressing the problems. The formalized plan is appended to the reappointment letter.</li> <li>· Unsatisfactory performance or /progress is grounds for nonreappointment.</li> </ul>		

**Year Five**

Year	Time Frame	Evidence of Satisfactory Performance and Recommendations		
		Performance	Professional Development/ Research/Creative Endeavor	Service
Five	Submit materials early in spring semester (normally by January 1).  Reappointment letter for year seven in May (1 year's notice).	<b>The librarian documents continued excellence in performance and additional progress in the secondary area of emphasis and satisfactory performance in the third area. Previous conditions (if any) have been met.</b>		
		1. Librarian provides strong evidence of performance excellence, based on contributions to library goals and other measures.  2. Librarian reflects on performance and makes adjustments as appropriate.	1. There is evidence of professional development activity (as required by the IU Academic Handbook).  2. If professional development/research/creative endeavor is the secondary area of emphasis (after performance), there is strong evidence that criteria for continued improvement beyond the satisfactory level, per librarian promotion and tenure criteria, are or will be met.  3. If professional development/research/creative endeavor is the third area of emphasis (after performance), there is satisfactory activity as defined by librarian promotion and tenure criteria.	1. The librarian provides evidence that service activities meet or exceed expectations.  2. If service is the secondary area of emphasis (after performance), there is concrete evidence pointing toward continued improvement beyond the satisfactory level, per librarian promotion and tenure criteria.  3. If service is the third area of emphasis (after performance), there is satisfactory activity as defined by librarian promotion and tenure criteria.
		A positive reappointment recommendation from the library director must enable both the librarian and administrators beyond the library to understand how the librarian has met or will meet expectations for promotion and tenure. <ul style="list-style-type: none"> <li>· If progress in the area of excellence is not adequate to meet expectations, the librarian and library director must recognize this as a critical concern that is grounds for nonreappointment.</li> <li>· Unsatisfactory performance or progress is grounds for nonreappointment.</li> </ul>		

**Year Six**

***Tenure review year. Dossier to primary committee in mid summer. Final decision, from IU Board of Trustees, announced in spring. Newly tenured librarians are eligible in the fall of year seven to vote and to serve on IPFW committees open only to tenured faculty and librarians. If tenure is denied, the end of the probationary period is June 30 of year seven.***

### Calendar for Promotion and Tenure and Reappointments

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May
<b>Year 1</b>				Submit documentation for reappointment review to library director		Receive reapp't rec. from library director	Notified of reapp't for year 2 by OAA	Annual eval from library director		
<b>Year 2</b>	Submit documentation for reappointment review to library director		Receive reapp't rec from library dir.	Notified of reapp't for year 3 by OAA		Submit documentation for reappointment/annual review to library director		Annual eval from library director		Notified of reapp't for year 4 by OAA
<b>Year 3</b>						Submit documentation for reapp't/annual review to library director		Annual eval from library director		Notified of reapp't for year 5 by OAA
<b>Year 4</b>						Submit documentation for reapp't/annual review to library director		Annual eval from library director		Notified of reapp't for year 6 by OAA
<b>Year 5</b>						Submit documentation for reapp't/annual review to library director		Annual eval from library director		Notified of reapp't for year 7 by OAA
<b>Year 6</b>	Submit P&T dossier for review by primary committee & library director	Sept./Oct. review by IU system wide ctte and Director of Library		By 2 <sup>nd</sup> week of Nov. to campus ctte	Reading period for campus ctte	By 2 <sup>nd</sup> week to vcaa; by 3d week to chanc.	To IUB		BOT decision (approx)	
<b>Year 7</b>	Newly tenured IPFW librarians are eligible for tenured-only@ responsibilities									

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