

## **Ingram Library Promotion/Tenure/Pre-Tenure Review and Post-Tenure Review Procedures**

(Supplement to policies/procedures outlined in the *UWG Faculty Handbook*)

### **Promotion and Tenure Advisory Committee**

During Spring semester, the Library faculty will elect Promotion and Tenure Advisory Committees (as needed), each committee consisting of at least three tenured faculty. If there are fewer than three available to serve, consult the *UWG Faculty Handbook*, Section 103 for further instructions. Nominations of eligible faculty shall be received from the voting members of the library faculty. After careful review and discussion of each nominee's qualifications as presented in their current curriculum vitae, at least three tenured faculty shall be selected for each committee by the voting members of the library faculty. The purpose of the Committee shall be to make recommendations to the Dean regarding promotion and tenure, and pre- or post-tenure reviews. In accordance with the *UWG Faculty Handbook* Section 104.0206 D, immediate supervisors of individuals under Post-Tenure Review may not serve on the committee for purposes of conducting that review.

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### **Dossiers for Promotion and/or Tenure Consideration and Pre- and Post-Tenure Reviews**

A member of the Library faculty who anticipates applying for promotion and/or tenure during the next academic year should notify the Dean of Libraries of his/her intention to apply for consideration. S/he will subsequently work with his/her immediate supervisor to produce a dossier organized in accordance with the *UWG Faculty Handbook* and submitted within the timeline outlined by the Provost.

Those who have been notified that they are eligible for Pre-Tenure or Post-Tenure Review will also work with his/her immediate supervisor to produce a dossier organized in accordance with the *UWG Faculty Handbook* and submitted within the timeline outlined by the Provost.

The *UWG Faculty Handbook* Section 104.02 outlines the process by which the Post-Tenure Review is conducted. Post-tenure reviews will be completed by the end of the Fall term.

For promotion and/or tenure consideration: the dossier shall include clear identification of criteria as described in the *UWG Faculty Handbook* (see Section 103.03; in the case of librarians, "outstanding fulfillment of duties" is substituted for "superior teaching") and will be documented by annual performance reviews and other evidence of outstanding performance of job responsibilities. (Student evaluations and other documentation as described in Section 103.0302.5.1 should be included if appropriate.)

For Pre-Tenure Review: since the purpose of this review is to determine whether the candidate is making acceptable progress toward a successful application for tenure, dossiers should follow the same format as those submitted for promotion/tenure consideration.

For Post-Tenure Review: dossiers submitted should be similar in content and arrangement to those submitted for promotion/tenure (see the *UWG Faculty Handbook* Section 104.0205 for specific details).

The supervisor shall ensure that dossiers are organized uniformly according to the appropriate criteria specified. Each dossier shall include the items outlined in the UWG *Faculty Handbook*.

### **Responsibilities of the Dean and the Promotion and Tenure Advisory Committee for Promotion and/or Tenure Considerations**

The Dean will convene the first meeting of the Library Promotion and Tenure Advisory Committee, during which the Committee will select a Chair. The Committee will review dossiers submitted for consideration and will make positive or negative recommendations in writing with reference to the relevant standards included in the UWG *Faculty Handbook*, and in accordance with the review schedule established annually by the office of the Provost and Vice-President of Academic Affairs. Further information on the Committee's operation in conducting a post-tenure review is found in the UWG *Faculty Handbook* Section 104.0206.

The Committee will return the complete dossier, including its evaluation, to the faculty member's immediate supervisor.

### **Responsibilities of the Immediate Supervisor for Promotion and/or Tenure Considerations**

When a dossier has been received, the supervisor will add a letter detailing the strengths and weaknesses of the candidate with regard to the standards by which s/he is to be judged (tenure, promotion, pre- or post-tenure review).

Ten (10) working days prior to the deadline for receipt of the candidate's dossier in the Dean's office, the supervisor must give the candidate a copy of any evaluation that does not recommend promotion and/or tenure in order to provide the candidate five (5) working days to prepare an appeal for reconsideration at this level (see Section 103.0204). The results of any appeal will be included in the candidate's dossier, which the supervisor then passes on to the Dean of Libraries by the established date.

### **Responsibilities of the Dean of Libraries for Promotion and/or Tenure Considerations**

In accordance with Section 103.0202 of the UWG *Faculty Handbook*, the Dean of Libraries shall evaluate the qualifications of persons under consideration for promotion and/or tenure, taking into account all the material in their dossiers ~~and in the report of the rankings, point totals and recommendations of the Promotion and Tenure Advisory Committee~~. Whether the candidate is recommended or not, the Dean will give the candidate a copy of this evaluation ten (10) working days prior to the deadline for formal consideration by the Provost and Vice President for Academic Affairs in order to provide the candidate five (5) working days for preparation of an appeal for reconsideration at this level (see Section 103.0204). Further information regarding the format for submission of information to the Office of the Provost is found in the UWG *Faculty Handbook* Section 103.0202.

For candidates not being recommended, the Dean's written evaluation shall inform the Provost and Vice President for Academic Affairs of the areas in which this administrator believes improvements should be made. A copy of this written evaluation shall be included in the dossier of the candidate. In accordance with Section 103.0204 of the UWG *Faculty Handbook*, any candidate appealing for reconsideration at any level shall within (5) days of the receipt of the report state in writing the grounds for his or her request and shall include in this appeal such

additional material as is pertinent. Within five (5) working days of receipt of an appeal, the party to whom the appeal has been made shall carefully re-evaluate the candidate's dossier in light of the written appeal. This re-evaluation shall be made in accordance with the procedure established for initial consideration

For candidates being recommended, the Dean's written evaluation shall inform the Provost and Vice President for Academic Affairs of his or her recommendation.

In the event that the Dean recommends a candidate who, up to this point, has not been recommended for promotion and /or tenure, or chooses not to recommend a candidate who up to this point has been recommended for promotion and/or tenure, the Dean's written report shall articulate the reasons for differing with prior evaluations.

### **Pre-Tenure Review**

The UWG *Faculty Handbook* Section 102.0201 outlines the process by which the Pre-Tenure Review is conducted. The Promotion and Tenure Advisory Committee shall conduct this review in accordance with these procedures. The Committee will report its findings to the tenured faculty members of the Library, to the immediate supervisor, and to the Dean of Libraries. The supervisor and the Dean will each provide a separate written report as to the progress of the faculty member toward promotion and/or tenure. The written reports of the Committee, the supervisor and the Dean shall be provided to the faculty member under review.

### **Post-Tenure Review**

The UWG *Faculty Handbook* Section 104.02 outlines the process by which the Post-Tenure Review is conducted. Post-tenure reviews will be completed by the end of Fall term. In matters of post-tenure review, the chair of the Committee shall give each faculty member being reviewed a copy of the Committee's evaluation ten (10) working days prior to the deadline for submitting the Committee recommendation to the Dean; therefore, the person being reviewed has five (5) working days to prepare an appeal for reconsideration by the Committee (see Section 104.0208 of the UWG *Faculty Handbook*).