

Boise State University
University Libraries
Promotion and Tenure Guidelines
June 12, 2009

I. Introduction

A. Purpose and philosophy

1. The Boise State University librarians are academic faculty working in pursuit of the University goals for teaching, research, and service. The mission of the University Libraries and the librarians is to actively participate in learning, teaching, and research at Boise State University. In support of this mission, the Library: serves as an intellectual and cultural center; provides access to, and assistance with, information resources; and collaborates with the individual, the University, and the community to support life-long learning.
2. Faculty rank and tenure are vital to a faculty member's career and are important rewards for performance at Boise State University. The faculty reward structure in general, and the promotion and tenure criteria in particular, help determine the character of the University. The substance and the actual and perceived fairness of the promotion and tenure process influence librarians' morale; librarians' relationships with colleagues, other University faculty and students; their views of their role in the University and the broader community; and their perceptions of themselves.
3. The University Libraries' guidelines governing the awarding of promotion and tenure must be consistent with the overall goals of the University. The guidelines must provide clear criteria both to those seeking promotion and tenure and to the faculty committees and administrators who evaluate their applications. The guidelines must be sufficiently specific to ensure that: librarians understand the nature of their responsibilities and how the criteria will be applied; and those evaluating candidates for promotion and tenure can make judgments that remain consistent as different people occupy such positions of responsibility. The criteria must also leave room for professional judgment on the part of the committees and administrators since each candidate for promotion or tenure presents a unique set of characteristics and services to University Libraries and Boise State University. Librarians should be made fully aware of the criteria and procedures that will be used; these criteria will be a component of each librarian's annual performance evaluation.
4. Promotion and tenure guidelines must be a mechanism for encouraging and rewarding excellence. The criteria is based upon the assumption that librarians are already highly motivated and that they look to the promotion and tenure guidelines for direction as they seek to serve in ways valuable to the Library and the University.

5. Individual librarians are responsible for proving their own merit and for preparing, collecting, and organizing the required documentation for promotion and/or tenure consideration. The University Libraries and Promotion Tenure Guidelines will be used to evaluate a librarian's folder.
6. Tenure-track librarians will prepare and submit a "pre-review" folder to be used to assess strengths and weakness in the librarian's promotion and tenure candidacy (see Section X).
7. The University Libraries Promotion and Tenure Guidelines may be revised during the candidate's time-in-grade clock (Section III.B and Section V.G). If revisions to the guidelines occur within two years of when the candidate is eligible to begin tenure review, the candidate has two application options:
 - a) To apply using the currently approved University Libraries Promotion and Tenure Guidelines, or
 - b) To apply using the University Libraries Promotion and Tenure Guidelines in force within two years of the candidate's eligibility to begin tenure review. If the candidate chooses this option, the candidate must so declare in writing and have the declaration acknowledged and signed by the Dean of the University Libraries.

B. Relationship to Boise State University Promotion and Tenure Guidelines

1. The University guidelines for faculty promotion (4340 Faculty Promotion Guidelines) and tenure (4370 Faculty Tenure Procedures) can be found in the Boise State University Policy Manual, located at: <http://www.boisestate.edu/policy/index.shtml>
2. The University policies and procedures for faculty promotion and tenure supersede the University Libraries Promotion and Tenure Guidelines if ever there is a conflict between the Libraries' and the University's guidelines.
3. The purpose of the University Libraries Promotion and Tenure Guidelines is to make clear the types of activities librarians are expected to undertake in order to receive a favorable tenure and/or promotion recommendation to the University from the University Libraries Promotion and Tenure Committee and the Dean of University Libraries. The University Libraries Promotion and Tenure Guidelines are intended to complement the University policies and procedures.

II. Evaluation Areas

The University guidelines for faculty promotion and tenure require evaluation in these four areas:

- A. Librarianship** – Librarianship is the application of theories, principles, and techniques to the collection, preservation, organization, access, and use of recorded knowledge. Librarianship incorporates the act of imparting knowledge, teaching, and motivating others to learn and discover.

- B. **Professional Contributions** – Professional contributions are activities in the broader library profession, above and beyond a librarian's specific job responsibilities within the University Libraries. These activities add to the status of librarians at the University, local, state, regional, and national levels. Contributions focus on librarianship but may also include the librarian's areas of expertise, related job responsibilities, or areas of academic interest.

- C. **Scholarly, Creative, Research, and Bibliographic Activities** – Scholarly, creative, or research activities are the pursuit of knowledge through critical investigation and experimentation as well as the analysis, synthesis, and application of existing knowledge. It is also the dissemination of research or outcomes of projects or studies undertaken, or the analysis or synthesis of knowledge from disparate sources. In the university setting, knowledge acquired and created through these activities are manifest through written and oral communication with peers as well as in an enhanced ability to impart knowledge through librarianship. In the broadest sense of the term, scholarly activity reflects the faculty member's intellectual contribution.

- D. **Service** – Service focuses on activities that benefit the University and its local and regional environment.
 1. University service is service to Boise State University and University Libraries.
 2. Community or public service involves professional and/or volunteer service (including consulting) to local, regional, or national organizations either public or private.

While librarians are expected to demonstrate achievement in all areas, the librarian's primary workload focus is librarianship. Furthermore, within librarianship, greatest weight is to be given to a candidate's performance of his or her primary responsibilities as indicated in his or her job description.

Additional Promotional Criteria – Professional Preparation – Professional preparation is defined by educational attainment and experience in an academic rank at both Boise State University and other accredited institutions of higher learning.

III. General Procedural Guidelines for Promotion and Tenure

- A. A librarian wishing to apply for promotion and/or tenure must have an American Library Association's accredited master's degree. The master's degree is considered the terminal degree for librarians.

- B. For purposes of promotion and/or tenure, time-in-grade is based on full academic years. The academic year begins with the fall semester and a candidate whose employment starts at another point during the calendar year will have his or her time-in-grade clock start with the first full fall semester of his or her employment. This means that if a librarian starts work on March 1, the time-in-grade clock begins the following fall. The eligibility dates for promotion and/or tenure will be included in the librarian's offer of employment letter or first contract. Also, Library Administration will maintain a list of

tenure-track faculty, the dates at which they are eligible for promotion and/or tenure, the dates tenure and promotion were received, and the tenure review dates.

- C. A librarian who is eligible for promotion and/or tenure shall compile pertinent data necessary for evaluation. All evaluation information shall be made available to the University Libraries Promotion and Tenure Committee.

IV. Performance Criteria and Eligibility for Promotion

To be recommended for promotion in rank, the candidate must demonstrate how he or she has contributed to achieving the University Libraries' goals.

Expectations for Academic Rank – The quality of a candidate's performance in the areas of librarianship; professional contributions; scholarly, creative, research, and bibliographic activities; and service as well as professional preparation determines whether an applicant shall be recommended for promotion. A successful candidate must present evidence of good performance and effectiveness as a librarian. Each candidate's record must be judged sufficient in quality to demonstrate continuing and substantial progress toward an outstanding level of performance. This section describes the criteria on which a recommendation for promotion to each rank will be based. Only faculty members holding a tenured or tenure earning appointment shall be considered for promotion in rank.

A. Promotion to Associate Professor

1. **Librarianship:** In accordance with 4340 Faculty Promotion Guidelines, a Library faculty member must demonstrate excellence in Librarianship. The candidate must have evidence of substantial contributions to the Library and the application of theories, principles, and techniques to the collection, preservation, organization, access, and use of recorded knowledge in areas such as developing, maintaining, and accessing the Library collection and in providing professional service to Boise State University students, faculty, and staff and other library patrons.
2. **Professional Contributions:** In accordance with 4340 Faculty Promotion Guidelines, Library faculty shall exhibit outstanding professional contributions.
3. **Scholarly, Creative, Research, and Bibliographic Activities:** In accordance with 4340 Faculty Promotion Guidelines, Library faculty shall exhibit scholarly, creative, or research activities as listed for teaching.
4. **Service:** In accordance with 4340 Faculty Promotion Guidelines, service shall be evidenced by the opinion of colleagues and other related documentation of performance.
5. **Professional Preparation:** In addition to the terminal degree of an American Library Association's accredited master degree, an applicant must have five years of appropriate experience and may apply for promotion during the fifth year. At least two of these years must be acquired at Boise State University. Activities

during all months of employment at Boise State University will be considered in the promotion review.

B. Promotion to Professor

The rank of Professor represents the highest academic achievement which can be attained. A candidate for full Professor is expected to have achieved additional distinction above that of an Associate Professor. The candidate should provide evidence of setting a standard for excellence in librarianship. In accordance with 4340 Faculty Promotion Guidelines, all criteria for promotion to the rank of Professor are the same as those for Associate Professor except:

1. Professional Preparation: An applicant must have at least eight years of appropriate experience and may apply for promotion during the eighth year. At least three of these years must be acquired at Boise State University in the rank of Associate Professor.
2. Candidates for the rank of Professor shall be forwarded for promotion only when their record clearly demonstrates outstanding performance and commitment to librarianship; professional contributions; scholarship, creative, research and bibliographic activities; and service. The candidate must have a service record which shows leadership and dedication in taking on important roles in the University and in the life of the wider community. The candidate's scholarly and research activities must demonstrate that he or she is an established scholar.

V. Performance Criteria and Eligibility for Tenure

To be granted tenure, the candidate must demonstrate how he or she has contributed to achieving the University Libraries' goals.

Granting Academic Tenure

- A. Tenure has as its fundamental purpose the protection of academic freedom in order to maintain a free and open intellectual atmosphere. The justification lies in the character of scholarly activity, which requires protection from improper influences from either outside or inside the university. Tenure strengthens the ability of the University to attract and retain superior faculty.
- B. Library faculty are expected to work with the Boise State University community, try new approaches to librarianship, and contribute to the missions of the University Libraries and the University. Library faculty must establish and document a record of accomplishment in:
 1. Librarianship;
 2. Professional Contributions;
 3. Scholarly, Creative, Research, and Bibliographic Activities; and
 4. Service.
- C. The awarding of tenure commits University resources for extended periods. Tenure decisions affect the long-term quality of the institution. The relationship between rank

and tenure shall be the same for library faculty as for other university faculty. Therefore, the tenure recommendation is based both on the candidate's past performance in the areas of librarianship; professional contributions; scholarly, creative, research, and bibliographic activities; and service, and on an assessment of the candidate's potential for continued performance in these areas during future years.

- D. A tenure decision may involve questions about commitment to user services, dedication, collegiality, and participation in a life of scholarship.
- E. A librarian normally becomes eligible for tenure during his or her fifth year of service.
- F. A librarian must be qualified for promotion to the rank of Associate Professor to be considered eligible for tenure. Librarians at the assistant professor rank are encouraged to apply for promotion to associate professor and tenure in the same year. All faculty members, regardless of rank, must apply for tenure no later than during their sixth year at Boise State University.
 - 1. If a librarian applies for tenure prior to or during his or her fifth year and does not receive a positive recommendation from the University Libraries Promotion and Tenure Committee or the Dean of University Libraries, then he or she shall remain in the status of non-tenured faculty. Such a non-tenured faculty member may reapply for tenure in year six.
 - 2. If a faculty member does not receive tenure by the end of his or her sixth year, then the faculty member's next contract shall be a one-year, terminal contract.
- G. Under certain circumstances and in compliance with 4370 Faculty Tenure Procedures (<http://www.boisestate.edu/policy/index.shtml>), experience outside Boise State University may be counted as part of the five years needed for tenure. A candidate's initial employment letter or contract may include 'credit towards tenure.' The year(s) of 'credit towards tenure' are calculated into the time-in-grade clock. For example, if a librarian receives one year of 'credit towards tenure,' the tenure clock is expedited. This expedited time-clock impacts the mandatory tenure eligibility and required dates in that it would both begin and end one year earlier. If applying for tenure prior to five years of service, applicants must include a copy of this agreement in their tenure folder to establish that the timeframe criteria are met.
- H. An extension of the tenure probationary period may be granted under certain circumstances which may impede a faculty member's progress toward achieving tenure, including responsibilities with respect to childbirth/adoption, significant responsibilities with respect to elder/dependent care obligations, disability/chronic illness, or circumstances beyond the control of the faculty member. For complete information, please refer to 4370 Faculty Tenure Procedures.

VI. Evidence which may be used in support of an Application for Promotion and/or Tenure

It is the librarian's responsibility to compile the documentation supporting his or her application for promotion and/or tenure. This section illustrates the types of documentation which may be used to support a candidate's application. A candidate's activities will vary depending on his or her responsibilities and areas of expertise, related job responsibilities, or areas of academic interest.

A. Librarianship

1. The practice of librarianship includes, but is not limited to, these activities:
 - a) Serving the campus population by providing an effective library collection
 - b) Promoting an environment that enhances learning
 - c) Actively participating in teaching
 - d) Providing support for the research needs of the faculty, staff, and students
 - e) Providing access to, and assistance with, information resources
 - f) Encouraging lifelong learning
 - g) Fostering engagement and collaboration with the campus and local communities
2. Examples of the types of evidence which demonstrate the quality of contributions to librarianship:
 - a) Letters in support or evaluation of major job responsibilities
 - b) Formal and informal acknowledgement of effective teaching
 - c) Formal and informal acknowledgement of subject liaison activities
 - d) Continuing education and development through conferences, workshops, courses, etc.

B. Professional Contributions

1. Activities that are contributions to the library profession include but are not limited to:
 - a) Organizing a library conference or workshop
 - b) Teaching or teaching assistance for library science focused course work
 - c) Receiving grants and contracts for training, professional development, or other library-oriented activities
 - d) Editing or refereeing texts, papers, or journals
 - e) Participating in and leading committee work in state, regional, or national library organizations
 - f) Participating in panel discussions at library conferences
 - g) Writing book reviews
 - h) Serving as an expert evaluator or consultant
2. Examples of the types of evidence which demonstrate the quality of contributions to the library profession:
 - a) Invited, refereed, or accepted presentations
 - b) Holding offices in national, regional, or local library organizations
 - c) Formal and informal acknowledgement of professional activities

C. Scholarly, Creative, Research, and Bibliographic Activities

1. Scholarly, creative, and research activities include but are not limited to:
 - a) Disseminating knowledge through:
 - (i) Writing articles in library journals and/or refereed publications
 - (ii) Writing books or research monographs
 - (iii) Writing chapters in books or monographs
 - (iv) Publishing in conference proceedings
 - (v) Creating other published articles and technical reports
 - (vi) Presenting at scholarly or professional meetings
 - (vii) Analyzing or synthesizing research or outcomes of projects or studies
 - (viii) Writing reviews for professional publications
 - b) Producing creative work (including films, tapes, reports, compositions, web sites, audiovisual material, computer programs, etc.) recognized by others in the field
 - c) Generating applied or theoretical research
 - d) Receiving grants and contracts for research and scholarly activities
 - e) Refereeing or editing texts, papers, or journals
 - f) Post master's study in library science/information studies or an advanced degree in an academic discipline other than library science/information studies
2. Achievements in bibliographic activities (University Policy, BSU 4340) include but are not limited to:
 - a) Editing and reviewing of national standards in library science/information studies
 - b) Creating subject guides, tools, and bibliographies related to librarianship or other academic disciplines that are published, cited by other professionals, or made available through databases
 - c) Developing and providing researchers with focused access tools and services that support their use of library and information resources
 - d) Facilitating specialized access to library collections
3. Examples of the types of evidence which demonstrate the quality of these scholarly, creative, research, and bibliographic activities:
 - a) Peer review of the candidate's scholarly work or acceptance rates and stature of the journals in which the candidate's work has been published
 - b) Invited, refereed, or accepted presentations
 - c) Professional recognition by other scholars
 - d) Professional reputation (both inside and outside the University)
 - e) Citation of candidates' scholarly work or other recognition in librarianship
 - f) Letters from respected professionals in librarianship or a subject discipline

D. Service – Activities include but are not limited to:

1. Library and University service –
 - a) Chairing or participating in Library or University committees
 - b) Providing leadership or substantive contribution toward special projects or activities of the Library or University

- c) Contributing to cooperative programs or interdisciplinary activities on campus
2. Community or public service –
 - a) Using professional abilities to make a significant contribution toward the well being of the larger community
 - b) Contributing to cooperative programs or interdisciplinary activities off campus
 - c) Consulting that involves the librarian’s area of professional expertise
 - d) Volunteering time and/or expertise to non-profit or private organizations
 3. Examples of the types of evidence which demonstrate the quality of these activities:
 - a) Reports on results of service activities
 - b) Recognition by others
 - c) Evidence of effectiveness of activities
 - d) Invited presentations

VII. Procedure

There are several procedures which must be followed when a candidate applies for promotion and/or tenure. The outlined procedures of this document are taken from the Boise State University promotion and tenure guidelines (BSU Policies 4340 and 4370 located at: <http://www.boisestate.edu/policy/index.shtml>)

In recommending the granting or denying of promotion and/or tenure to a librarian, the following process shall be used:

- A. If a mandatory tenure decision is not required, the librarian has the option of withdrawing his or her name from consideration at any point in the promotion and tenure process by submitting written notice.
- B. The University Libraries Promotion and Tenure Committee shall review each applicant’s qualifications and documentation for promotion and/or tenure.
 1. The Committee’s chairperson shall notify the librarian in writing of its recommendation within three working days of the decision.
 2. With each Committee recommendation there should be an accompanying letter of explanation of the recommendation specific to that candidate.
 3. If the committee’s recommendation is to deny promotion and/or tenure, the librarian may, within five working days of the notification, request a meeting with the Committee.
 4. If requested, the Committee must hold a meeting with the librarian within five working days of the request for the purpose of appeal and/or clarification of the committee’s recommendation.
- C. The written recommendation of the Library Promotion and Tenure Committee and the candidate’s application folder are then forwarded to the Dean of University Libraries.
 1. The Dean shall make his or her recommendation to grant or deny promotion and/or tenure. The Dean shall notify the librarian in writing of his or her recommendation within three working days of the decision.

2. If the Dean's recommendation is to deny promotion and/or tenure, the librarian may, within five working days of the notification, request a meeting with the Dean.
 3. If requested, the Dean shall grant a meeting within five working days of the request for the purpose of appeal and/or clarification of his or her recommendation.
 4. The Dean then forwards his or her written recommendation, along with the recommendation the University Libraries Promotion and Tenure Committee, to the Provost.
 5. The candidate may respond in writing to clarify the situation if he or she believes his or her record or the University Libraries criteria for promotion and/or tenure have been misinterpreted. Any such letter is forwarded with the rest of the candidate's documentation to the Provost.
- D. The Boise State University President, in consultation with the Provost, shall make his or her decision to grant or deny promotion and/or tenure.
1. The President shall notify the librarian of his or her decision by March 1.
 2. If the President's decision is to deny promotion and/or tenure, the librarian may request a meeting with the President.
 3. The President shall grant such a meeting, if requested.
 4. The President shall submit a list of individuals approved for promotion, their new rank, area or department of assignment, salary, and effective date in the semi-annual report to the Idaho State Board of Education.

VIII. Format for Candidate Application for Promotion and/or Tenure

The candidate's promotion and/or tenure folder presents the evidence to substantiate the candidate's application for promotion and/or tenure. The folder represents both quantitative and qualitative data concerning the candidate's individual contribution to his or her own professional development, to the University Libraries, to Boise State University, and to the library profession. For promotion in academic rank, the folder shall be confined to activities within the timeframe at current rank. Tenure may be based upon one's entire career although the preponderance of weight is on activity while employed at Boise State University.

- A. A candidate for promotion and/or tenure shall provide to the University Libraries Promotion and Tenure Committee a list of potential persons who are qualified to comment on, evaluate, or support the candidacy for promotion and/or tenure.
1. The list of five to eight names should be submitted to the Committee no later than September 1st.
 2. The candidate's list of potential persons should include both internal and external persons with a significant knowledge of the candidate's performance during the promotion and/or tenure period. The submitted list can include: departmental subject representatives or other faculty, library colleagues (both internal and external), University personnel, or others. Of the submitted list, at least two should be external to Boise State University. It is recommended that before submitting their names to the Committee, the candidate inform those on the list about this process and that they may be contacted.

3. The Committee may add names to the list, and those names will be discussed with the candidate in advance of requesting letters.
 4. By September 15 the Committee will request at least five letters from the submitted names to provide a knowledgeable and balanced view of the performance and potential of the candidate. The letters received will be added to the candidate's promotion and/or tenure folder. These letters should be received no later than October 8th.
 5. The letters will be sent to the Chairperson of the Promotion and Tenure Committee.
- B. A candidate for promotion and/or tenure shall provide an application folder to the University Libraries Promotion and Tenure Committee. The application folder will contain the following information, in the order listed:
1. A table of contents, indicating where the information listed can be found in the candidate's folder.
 2. General Application Material – All sections should be in reverse chronological order from present to past.
 - a) A submittal letter – expressing the desire to be considered for promotion and/or tenure; and a statement confirming the prerequisites have been addressed.
 - b) A copy of the candidate's initial appointment letter or employment contract which includes 'credit towards tenure' information (if appropriate).
 - c) If applicable, a copy of the candidate's declaration, acknowledged and signed by the Dean of the University Libraries, to apply using University Libraries Promotion and Tenure Guidelines in force within two years of the candidate's eligibility to begin tenure review.
 - d) A copy of the University Libraries and Promotion Tenure Guidelines under which the folder is being submitted.
 - e) A copy of the letter from the Promotion and Tenure Committee certifying pre-review.
 - f) A narrative summary – explaining to the committee the significance of particular accomplishments and the potential for future achievements. The narrative summary should generally be no more than twenty (20) pages. Documents supporting the narrative are excluded from the 20 page count.
 - g) A current vita consisting of:
 - (i) Education – provide the name of institution, degree, field of study, and date for each degree
 - (ii) Professional experience

- (iii) List of library positions since terminal degree – For each position held, list inclusive dates, title, library, location, and major job responsibilities
 - (iv) Other professional employment
 - (v) Honors, recognitions, and outstanding achievements
 - (vi) Publications
 - (vii) Editorships of journals or other learned publications
 - (viii) Presentations while in rank
 - (ix) Grants received while in rank – List principal investigator first, co-principle investigators, grant focus/purpose, granting agency, dates of grant, and dollar amount
 - (x) Review panels (e.g.: governmental agencies, educational institutions, etc.)
 - (xi) Offices held in professional associations or societies
 - (xii) Memberships in professional associations or societies
 - (xiii) Conference attendance
 - (xiv) Continuing education/professional development
 - (xv) Activities not covered by previous categories
- h) A current position description(s) and any other notable position descriptions in effect during the time in the tenure-track or tenured position at the Library.
3. Evidence of Librarianship
- a) A letter from the librarian’s supervisor
 - b) Annual evaluations for at least the last three academic years. (In the case of early consideration, evaluations for two years are required.)
 - c) Proof or support as described in Section VI.A.2
4. Evidence of Professional Contributions – Proof or support as described in Section VI.B.2
5. Evidence of Scholarly, Creative, Research, and Bibliographic Activities
- a) Copies of all evidence of scholarship and research
 - b) Proof or support as described in Section VI.C.3
6. Evidence of Service – Proof or support as described in Section VI.D.3

IX. Calendar and Deadlines

There are several deadlines which must be met when a candidate applies for promotion and/or tenure. The general deadlines of this document are taken from the Boise State University promotion and tenure guidelines (BSU Policies 4340 and 4370 located at: <http://www.boisestate.edu/policy/index.shtml>).

- A. By September 1, the candidate will submit a current vita and a list of potential persons who are qualified to comment on, evaluate, or support the candidacy for promotion and/or tenure. (see Section VIII.A).

- B. By October 15, the candidate shall submit his or her application folder to the person designated by the chairperson of the University Libraries Promotion and Tenure Committee.
- C. By October 31, the committee chairperson will schedule a meeting of the committee's membership to review the applicant's folder.
- D. By December 1, the chairperson of the Promotion and Tenure Committee shall notify each candidate of the committee's recommendation.
- E. By December 15, the University Libraries Promotion and Tenure Committee shall forward the application folder(s) and its written recommendation(s) concerning promotion and tenure to the Dean of University Libraries.
- F. By January 15, the Dean shall notify each candidate of his or her recommendation.
- G. By January 31, the Dean shall forward all promotion and/or tenure recommendations sent to him or her, together with his or her recommendation, to the Provost.
- H. By March 1, the University President shall notify each candidate of his or her decision.
- I. The President shall submit a list of individuals approved for promotion and/or tenure, their new rank, area or department of assignment, salary, and effective date in the semi-annual report to the State Board of Education.

X. Promotion and/or Tenure "Pre-review"

- A. Candidates for promotion and tenure will prepare a "pre-review" folder. The pre-review is designed to inform librarians of the strengths and weaknesses of his or her promotion and tenure candidacy. The pre-review is mandatory and will take place at the mid-point of the librarian's time-in-grade clock. The "pre-review" folder will consist of a narrative and a vita; additional supporting documentation will also be accepted. When a librarian submits his or her folder, the following calendar will be used:
 - 1. By February 10, the librarian will submit their application folder to the person designated by the Promotion and Tenure Committee chairperson.
 - 2. By April 10, the Committee will have completed its review.
 - a) The chairperson will return the folder, along with the Committee's written evaluation of the application's strengths and weaknesses, to the librarian.
 - b) The Committee's letter certifying that the candidate has completed the pre-review will be delivered to the librarian, and to the Library Administrative Office for inclusion in the librarian's permanent file. The librarian will include this letter in his or her promotion and tenure folder.
- B. The pre-review is intended as guidance and is not binding. The recommendation for promotion and/or tenure will be dependent on the activities reflected in the submitted documentation at the time of the promotion and/or tenure review, evidence of support,

the guidelines in force at the time, and the evaluation by members of the Promotion and Tenure Committee at that time.

- C. An additional pre-review process is optional for tenured candidates going up for promotion.

XI. Composition of the University Libraries Promotion & Tenure Committee

The University Libraries Promotion and Tenure Committee is the sole promotion and tenure committee for Library faculty.

- A. Each June, the Library faculty will meet.
 - 1. This meeting will be called by the Library's elected Faculty Senate senator.
 - 2. The meeting agenda must include:
 - a) Discussion of the University Libraries Promotion and Tenure Guidelines.
 - b) Distribution and review of the librarian's tenure list maintained by Library Administration.
 - c) Library faculty will decide on a list of Promotion and Tenure committee candidates. The list will consist of at least seven librarians and include both tenured and untenured library faculty. The list will be forwarded to the University Libraries Dean.
 - d) Additional promotion and tenure related topics may be discussed.
 - 3. This meeting will be used to insure new librarians have a clear understanding of the promotion and tenure process and the University Libraries promotion and tenure guidelines.
- B. The Promotion and Tenure Committee library faculty membership shall be appointed by the Dean from the candidate list.
- C. The committee membership shall be composed of five or more librarians and one student.
- D. The majority of the librarians shall be tenured. At least one of the librarians will be untenured.
- E. The Dean will work with the Associated Students of Boise State University to select a student representative for the committee.
- F. The committee shall be appointed by the Dean of University Libraries annually no later than August 10.
- G. At least one third of the committee shall serve for a period of two consecutive years to maintain continuity within the committee.
- H. Each member of the committee has one equal vote on all matters.

- I. No faculty member shall serve on the committee when his or her own application is being considered.
- J. The University Libraries will conform to policy BSU 4310 whenever possible. If library faculty composition prevents meeting the membership guidelines, the Dean of University Libraries will select and appoint members to the University Libraries Promotion and Tenure Committee with library faculty approval.

XII. Guideline Review

The University Libraries Promotion and Tenure Guidelines will be reviewed for possible changes at intervals not to exceed five years. The Dean of University Librarians will appoint a committee of two to four librarians to undertake the review. Changes to the guidelines will require approval by a simple majority of library faculty and the Dean of University Libraries.

Approved by Library Faculty April 3, 2008

Revised and approved by Library Faculty July 8, 2008; approved by the Dean of University Libraries July 9, 2008

Revised and approved by Library Faculty June 12, 2009; approved by the Dean of University Libraries June 18, 2009

Appendix A: Master Calendar for Promotion and Tenure Guidelines

Date	Action	Section	Who
June	Library faculty convened	XI	Library Faculty Senator
August 10	University Libraries Promotion and Tenure Committee membership appointed	XI	Dean
August 21	Deadline for scheduling a meeting of the University Libraries Promotion and Tenure Committee to review the timeline and process		Committee Chair
September 1	Candidate submits list of potential persons to write letters of recommendation in support of promotion and/or tenure to chairperson of the Promotion and Tenure Committee	VIII	Candidate
September 15	Request at least five letters of recommendation in support of promotion and/or tenure	VIII	Committee
September	Letter from the Candidate's supervisor to Candidate	VIII	Supervisor
October 8	Candidate's letters of recommendation due to chairperson of Promotion and Tenure Committee	VIII	Various individuals
October 15	Application folder submitted to person designated by the chairperson of the University Libraries Promotion and Tenure Committee	VIII	Candidate
October 31	Deadline for scheduling a meeting of the University Libraries Promotion and Tenure Committee to review Candidate's application folder	IX	Committee Chair
December 1	Candidate notified of University Libraries Promotion and Tenure Committee's recommendation	IX	Committee Chair
December 15	Application folder and University Libraries Promotion and Tenure Committee's written recommendation(s) concerning promotion and tenure forwarded to Dean of University Libraries	IX	Committee
January 15	Candidate notified of Dean of University Libraries recommendation	IX	Dean
January 31	Dean of University Libraries recommendation forwarded to Provost	IX	Dean
February 10	Pre-review application folder submitted to person designated by the chairperson of the University Libraries Promotion and Tenure Committee	X	Pre-review Candidate
March 1	Candidate notified of University President's decision	IX	University President
April 10	University Libraries Promotion and Tenure Committee returns application folder and written evaluation of the folder's strengths and weaknesses to Pre-Review Candidate. Committee's letter certifying that the candidate has completed the pre-review will be delivered to the Pre-Review Candidate, and to the Library Administrative Office.	X	Committee Chair