

Boise State University
University Library
Tenure and Promotion Guidelines
March 25, 2019

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 Library and the librarians is to actively engage 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 lifelong 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 tenure and promotion criteria in particular, help determine the character of the University. The substance and the actual and perceived fairness of the tenure and promotion process influence librarians' morale; their 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 Library's Tenure and Promotion Guidelines (hereafter referred to as Guidelines) governing the awarding of tenure and promotion must be consistent with the overall goals of the University. The Guidelines must provide clear criteria both to those seeking tenure and promotion 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 tenure and promotion 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 tenure or promotion presents a unique set of characteristics and services to the University Library 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. Tenure and promotion 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 tenure and promotion 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 tenure and/or promotion consideration. The Guidelines will be used to evaluate a librarian's application.
6. A Biennial Tenure Progress Review (hereafter referred to as BTPR) shall be conducted for each pre-tenure, tenure eligible faculty member during the spring semester of the second and fourth years of appointment. The purpose of these reviews is to assist the pre-tenured faculty member

by monitoring their progress and providing them advice and encouragement as they work toward tenure.

7. The Guidelines may be revised during the candidate's time-in-grade clock (Section II.A and Section III.B.1).
 - a. Tenure eligible faculty who were appointed prior to September 1, 2015 may choose to be evaluated under the tenure and promotion policies in effect at the time of their appointment. Tenured faculty seeking promotion to professor may choose to be evaluated under prior policies for a period not to exceed two years after April 2015.
 - b. For tenure eligible faculty appointed after September 1, 2015, the Guidelines in effect on April 1 will apply to the application. The candidate must declare in writing which Guidelines they are using by including the information in the notification of intent to apply for tenure and/or promotion that goes to the supervisor and in the submittal letter in the final application.

B. Relationship to Boise State University Tenure and Promotion Guidelines

1. Policy 4340, Faculty Tenure and Promotion Guidelines (hereafter referred to as University Guidelines) are in the Boise State University Policy Manual.
2. The University Guidelines for faculty tenure and promotion supersede the Library's Guidelines if ever there is a conflict between the two.
3. The purpose of the Library 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. The Library Guidelines are intended to complement the University Guidelines.

II. General Procedural Guidelines

- A. For purposes of tenure and/or promotion, 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 their time-in-grade clock start with the first full fall semester of their employment. For example, if a librarian starts work on March 1, the time-in-grade clock begins the following fall. The eligibility dates for tenure and/or promotion will be included in the librarian's offer of employment letter or first contract. Library Administration will maintain a list of tenure-track faculty, the dates at which they are eligible for tenure and/or promotion, the dates tenure and promotion were received, and the BTPR dates.
- B. A librarian who is eligible for tenure and/or promotion will compile pertinent evidence necessary for evaluation. All evaluation information will be made available to the University Library's Tenure and Promotion Committee (hereafter referred to as Committee).

III. Eligibility and Evaluation Criteria

To be granted tenure and promotion, the candidate must demonstrate how they have contributed to achieving the Library's and University's goals. 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. 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 will be the same for library faculty as for other university faculty. Therefore, the tenure and promotion recommendation is based both on the quality of the candidate's past performance in the areas of librarianship; scholarly, creative, research, and bibliographic activities; and service, and on an assessment of the candidate's potential for continued performance in these areas. A tenure decision may involve questions about commitment to user services, dedication, collegiality, and participation in a life of scholarship.

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 Library and the University. Library faculty must establish and document a record of accomplishment in:

1. Librarianship;
2. Scholarly, Creative, Research, and Bibliographic Activities; and
3. Service.

A. Eligibility for Tenure:

1. A candidate must have an American Library Association's accredited master's degree. The master's degree is considered the terminal degree for librarians.

B. Probationary Period:

1. Generally faculty are expected to serve a five-year probationary period before applying for tenure in their sixth year. Under certain circumstances and in compliance with the University Guidelines service at another institution may count toward years of service required for tenure and promotion at Boise State University. At the time of initial appointment as faculty, the supervisor or unit head in accordance with departmental policy, may make a written recommendation to the Dean of the University Library (hereafter referred to as Dean) determining whether service at another institution shall apply toward the years of service required for tenure and promotion at Boise State University. For faculty initially hired above the rank of assistant professor, the probationary period required for tenure (and promotion, if appropriate) should be determined contractually through negotiation with the Dean at the time of hiring. Any exceptions to the standard probationary period shall be documented and added to the faculty member's personnel file and included in the tenure folder when the candidate applies for tenure.
2. Faculty must apply for tenure and promotion to associate professor (if applicable) by their sixth year. Tenure may not be applied for independent of promotion to associate professor for faculty hired at the level of Assistant Professor. If a faculty member is hired at the level of Associate Professor without tenure, the faculty member may apply for tenure without promotion to Full Professor at the time specified in the hiring letter. It is expected that most faculty will need to serve the entire five-year probationary period to successfully be awarded tenure and promoted to associate professor. University Guidelines state that in exceptional cases, the faculty member may apply for tenure and promotion to associate professor in the fifth year.
3. Faculty may only apply for tenure once. If a faculty member does not receive tenure regardless of the year applied, the faculty member's next contract will be a one-year, terminal contract.

C. Extension of the Probationary Period:

1. An extension of the 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 the University Guidelines.

D. Evaluation Criteria

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

1. 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. The candidate must make substantial contributions in these areas and in providing professional service to Boise State University students, faculty, and staff and other library patrons.
2. Scholarly, Creative, Research, and Bibliographic Activities – Scholarly, creative, research and bibliographic 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. The expectation is that some of this work will be recognized through peer review. 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.
3. Service – Service focuses on activities that benefit the University and its local and regional environment or; that contribute to the broader library profession on a local, state, regional or national level; and may include the librarian's areas of expertise, related job responsibilities, or areas of academic interest.
 - a. University service is service to Boise State University and University Library.
 - b. Professional service pertains to activities in the broader library profession, including memberships in professional organizations, holding offices within these organizations, and committee or organizational work for these groups. Contributions focus on librarianship but professional service may also include participation in activities related to the librarian's subject liaison areas, job related responsibilities, or areas of academic interest.
 - c. Community or public service involves professional and/or volunteer service using academic abilities (including consulting) to local, regional, or national organizations either public or private.

E. Criteria for Rank

1. Assistant Professor
 - a. A candidate must have an American Library Association's accredited master's degree. The master's degree is considered the terminal degree for librarians.

2. Associate Professor

- a. **Librarianship:** In accordance with the University Guidelines, a Library faculty member must demonstrate excellence in teaching effectiveness and support of the teaching, research, and learning mission of Boise State University through the effective practice of librarianship.
- b. **Scholarly, Creative, Research, and Bibliographic Activities:** In accordance with the University Guidelines, Library faculty will demonstrate a commitment to librarianship through scholarship that will include publication, and may include creative, research or bibliographic activities.
- c. **Service:** In accordance with the University Guidelines, service will be evidenced by participation and leadership in department, college, or university committees, the faculty senate, and professional organizations; and, as appropriate to librarianship, affairs of the local, state, or national community.

3. Professor

- a. 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, including clear national and/ or international recognition for their work. The candidate should provide documentation of a sustained level of excellence in librarianship, scholarly activities, and service. Evidence supporting this distinction might include: letters of support; national and/or international journal publication and conference proceedings; academic and professional awards and recognitions; or a service record of leadership and dedication in engaging in significant roles in the University, the profession, and the community.
- b. In accordance with the University Guidelines, all criteria for promotion to the rank of Professor are the same as those for Associate Professor as well as five full years of service as Associate Professor at an accredited institution of higher learning. (Note that promotion to professor is not assumed to be automatic after any time period.) A faculty member may apply for promotion no earlier than during their third full year of employment at Boise State University except under extraordinary circumstances.

IV. Examples of Evidence

It is the candidate's responsibility to compile the documentation supporting their application for tenure and/or promotion. 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 their 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. Scholarly, Creative, Research, and Bibliographic Activities
1. Scholarly, creative, and research activities include but are not limited to:
 - a. Disseminating knowledge through traditional and/or scholarly open access venues:
 - 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 about books, software, products, etc. for professional publications
 - ix. Participating in panel discussions at library conferences
 - b. Producing creative work (including films, tapes, reports, compositions, web sites, audiovisual material, computer programs, etc.) recognized by others in the field
 - c. Receiving grants and contracts for research and scholarly activities
 2. Achievements in bibliographic activities 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 was 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 candidate's scholarly work or other recognition in librarianship
 - f. Letters from respected professionals in librarianship or a subject discipline
- C. 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. Professional Service –
- 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. Serving as an expert evaluator or consultant
 - g. Participation in activities related to the librarian's subject liaison areas, job related responsibilities, or areas of academic interest
3. Community or public service –
- a. Using professional/academic 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
4. Examples of the types of evidence which demonstrate the quality of these activities:
- a. Reports on results of service activities
 - b. Evidence of effectiveness of activities
 - c. Formal and informal acknowledgement of service activities
 - d. Holding offices in national, regional, or local library organizations
 - e. Holding offices in national, regional, or local organizations related to the librarian's liaison areas or areas of academic interest

V. Format for Candidate Application

The candidate's application presents the evidence to substantiate the candidate's request for tenure and/or promotion. The application represents both quantitative and qualitative data concerning the candidate's individual contribution to their own professional development, to the University Library, to Boise State University, and to the library profession.

Materials submitted will be organized into two binders: Binder 1, which contains the relevant evidence that will be forwarded to the Provost and Vice President for Academic Affairs, is a condensed binder and must conform to the specifications provided by the Provost. Those specifications will be maintained by the Provost's office and copies made available to faculty members as soon as the faculty members notify their departments that they intend to apply for tenure and/or promotion; and Binder 2, the supporting materials for Binder 1 that are used by the supervisor, the Committee, and the Dean to better understand and evaluate the candidate's accomplishments.

A. Binder 1

While the requirements of Binder 1 may change annually, the list below is illustrative of what may be expected. Sections should be separated by tabs with consistent chronological order across all application materials.

1. A table of contents, indicating where the information listed below can be found in the candidate's binder.
2. A cover letter expressing the desire to be considered for promotion and/or tenure and a statement confirming that prerequisites have been addressed.
3. A current vita containing the candidate's professional preparation, professional experience, research and scholarly activity, and professional, community and university service.
4. Annual evaluations for all academic years if going up for tenure and at least the past three academic years if going up for promotion.
5. Tabbed place holder for Supervisor's recommendation.
6. Tabbed place holder for the Committee's recommendation.
7. Tabbed place holder for the Dean's recommendation.
8. If applicable, a summary of official student evaluations for all credit courses for at least the last three academic years (do not include individual evaluation forms). If the students evaluations are quantitative in nature (i.e. students are asked to give numeric scores to a series of evaluative questions), then the average scores to each question are sufficient. For courses in which student evaluations are solely qualitative (i.e. prose only without numeric scoring), then a summary of such evaluations by the supervisor and/or Committee is required. Also include all peer evaluations that have been conducted.
9. Tabbed place holder for External letters of reference.

B. Binder 2

This binder contains the evidence to support the materials described in Binder 1. Sections should be separated by tabs and include:

1. A table of contents, indicating where the information listed can be found in the candidate's application.
2. General Application Material
 - a. A submittal letter – expressing the desire to be considered for tenure and/or promotion; and a statement confirming the prerequisites have been addressed. The submittal letter should indicate under which guidelines the candidate is choosing to be evaluated (Section I.A.7.).
 - b. If 'credit towards tenure and promotion' was awarded upon hire, include a copy of the initial appointment letter or employment contract which includes this information.
 - c. A copy of the Guidelines under which the application is being submitted.
 - d. A narrative summary – explaining to the Committee the significance of particular accomplishments during the period under review and the potential for future achievements. The narrative summary should be no more than twenty (20) pages using 12 point Times New Roman/Times Roman font and 1.5 line spacing. Arrange by categories of Librarianship; Scholarly, Creative, Research, and Bibliographic Activities; and Service. Documents supporting the narrative are excluded from the 20 page count.
 - e. 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. A statement of librarianship philosophy followed by supporting evidence of librarianship accomplishments.
 4. A statement of scholarly, creative, research, and/or bibliographic and plans for future activity followed by supporting evidence of scholarly, creative, research, and/or bibliographic accomplishments.
 5. A statement of service philosophy followed by supporting evidence of service.
- C. The candidate shall submit electronic copies of their curriculum vitae and narrative to the supervisor, who will share with the Committee.

VI. Procedure

There are several procedures which must be followed when a candidate applies for tenure and/or promotion. The outlined procedures of this document are taken from the University Guidelines. In recommending the granting or denying of tenure and/or promotion to a candidate, the following process will be used:

- A. The candidate will notify their supervisor of intent to apply for tenure and/or promotion and indicate under which guidelines the candidate is choosing to be evaluated (Section I.A.7) no later than April 1.
- B. The candidate will provide a list of at least three potential external reviewers from other institutions to the supervisor no later than April 1.
 1. Reviewers should be sufficiently independent of the candidate to provide fair and impartial reviews; they should not normally include mentors or recent collaborators of the candidate.
 2. The candidate may also identify individuals that will be excluded as reviewers.
 3. The qualifications of the reviewers selected will be documented and any relationships to the candidate disclosed.
 4. The candidate will not contact the reviewer in connection with their candidacy.
 5. The supervisor, in consultation with the candidate, will coordinate the submission of materials to the external reviewers in a timely manner. Materials will include at a minimum the candidate's CV, current job description, and relevant Library Tenure and Promotion Guidelines. Optional materials may include a brief narrative and/or other appropriate materials representing: Scholarly, Creative, Research, and Bibliographic Activities; and Service. The candidate will submit electronic versions of all materials to the supervisor. The supervisor will share this content with the Chair of the Tenure and Promotion Committee (hereafter referred to as Chair).
- C. The supervisor is responsible for obtaining a minimum of three external letters for a tenure and/or promotion candidate's application and determining which potential external reviewers are asked to provide letters.
 1. The supervisor may solicit external reviewer names from library faculty, especially those who served on the candidate's BTPR Committees.
 2. At least one external reviewer will come from a recommendation other than the candidate.
 3. The letters sent to external reviewers soliciting reviews should be sent no later than August 1.
 4. Letters should clearly state that reviews will not be made available to the candidate and should clearly delineate the scope of the review; i.e., that they are limited solely to a review of

professional service and scholarly activity and do not require nor constitute a recommendation of the candidate by the reviewer.

5. External letters are due to the supervisor no later than October 8.
- D. The candidate will submit their application to the supervisor no later than September 15.
- E. The supervisor will:
1. Insert the three (or more) external letters, along with the documentation supporting the qualifications of the reviewers and their relationships to the candidate.
 2. Add an addendum page to the application materials where all changes made to the application after the date of submission will be listed.
 3. Prepare their recommendation and provide a copy to the candidate.
 4. Place their recommendation in the candidate's application materials
 5. Forward the application to the Committee no later than October 15.
- F. The Committee will review each candidate's qualifications and documentation for tenure and/or promotion. No later than October 31, the Chair will schedule the first meeting of the Committee to review the candidate application(s).
1. The Chair will place the Committee's written recommendation into the candidate's application materials and provide a copy to the candidate and the candidate's supervisor within three working days of the decision but no later than December 1.
 2. If the Committee's recommendation is to deny tenure and/or promotion, the candidate may, within five working days of the notification, request a meeting with the Committee.
 3. If requested, the Committee must hold a meeting with the candidate within five working days of the request for the purpose of appeal and/or clarification of the Committee's recommendation.
 4. Within three working days of meeting with the candidate, a written final recommendation will be added to the application materials, with a copy to the candidate and forwarded to the Dean and the candidate's supervisor.
- G. The Committee forwards their written recommendation and the candidate's application to the Dean no later than December 15.
1. The Dean will make a recommendation to grant or deny tenure and/or promotion. The Dean will notify the candidate in writing of their recommendation within three working days of the decision but no later than January 15.
 2. If the Dean's recommendation is to deny tenure and/or promotion, the candidate may, within five working days of the notification, request a meeting with the Dean.
 3. If requested, the Dean will grant a meeting within five working days of the request for the purpose of appeal and/or clarification of their recommendation.
 4. The Dean forwards their final written recommendation, along with the Committee's recommendation, to the Provost no later than January 31. The Provost then forwards their recommendation to the President.
- H. The President, in consultation with the Provost, will make the decision to grant or deny tenure and/or promotion.
1. The President will notify the candidate of their decision no later than March 1.
 2. If the President's decision is to deny tenure and/or promotion, the candidate may request a meeting with the President within five working days of the notification.
 3. The President will grant such a meeting within 30 days, if requested.

- I. Once the final decision regarding tenure and/or promotion has been made, the Provost and Vice President for Academic Affairs will remove the external letters and return the application materials to the Dean.

VII. Deadlines

There are several deadlines which must be met when a candidate applies for tenure and/or promotion. The general deadlines are taken from the University Guidelines, Section IV.C. Deadlines.

- A. By April 1, the candidate will notify their supervisor of intent to apply for tenure and/or promotion, including an indication of which guidelines the candidate has chosen to use for evaluation. All approved Library and University tenure and promotion guidelines in effect on April 1 will apply to the application. Changes to those guidelines after April 1 will not apply to the current application. An early applicant for tenure or an applicant for promotion to professor may withdraw from the process at any time prior to October 15th without penalty.
- B. By April 1, the candidate will provide a list of at least three potential external reviewers from other institutions to the supervisor. The candidate may also identify individuals that will be excluded as reviewers.
- C. By August 1, the supervisor will send letters to external reviewers soliciting reviews. The supervisor and the candidate will coordinate the submission of appropriate materials as described in VI.B.5 to facilitate the completion of the external reviews.
- D. By September 15, the candidate will submit their application to the supervisor.
- E. By October 8, external letters are due to the supervisor.
- F. By October 15, the supervisor will forward the application including external letters with the documentation about the reviewers, the addendum page, and their recommendation to the Committee.
- G. By October 31, the Chair will schedule a meeting of the Committee to review the candidate's application.
- H. By December 1, the Chair will notify the candidate of the Committee's recommendation.
- I. By December 15, the Committee will forward the application, including all recommendations, to the Dean.
- J. By January 15, the Dean will notify the candidate of their recommendation.
- K. By January 31, the Dean will forward all tenure and/or promotion recommendations sent to them, together with their recommendation, to the Provost.
- L. By March 1, the University President will notify each candidate of the President's decision.

VIII. Biennial Tenure Progress Review

A. Biennial Tenure Progress Review for Tenure Eligible Faculty

The decision to hire a tenure eligible faculty member involves a significant commitment of resources by the library, the university, and the faculty member. It is in the best interests of all concerned parties to ensure that the faculty member successfully obtains tenure. The BTPR is a significant component in this process. Tenure eligible librarians will compile and submit pertinent evidence necessary for this evaluation.

1. Tenure eligible candidates will prepare a “Biennial Tenure Progress Review” folder. The BTPR is designed to inform a candidate of the strengths and weaknesses of their tenure and promotion candidacy. The reviews are mandatory and will occur during the spring semester of the second and fourth years of appointment.
2. All tenured faculty are involved in the BTPR of all tenure eligible candidates. At a meeting of the tenured faculty in December called by the Chair, a sub-group of 2-3 librarians will be assigned to each candidate; as much as possible, each sub-group will be composed of different faculty. All Tenured Faculty will review and comment on each candidate’s curriculum vitae and narrative. Each sub-group will review all of the candidate’s submitted materials. One person in the sub-group will write the evaluation; other member(s) will review this evaluation. All Tenured Faculty will then review the letters for each candidate. Sub-groups finalize evaluations.
3. The BTPR application will consist of:
 - a. 2 year-review: a narrative, a vita, and philosophy statements; supporting documentation is encouraged. The candidate will submit electronic versions of the narrative and CV to the Chair.
 - b. 4-year review: a narrative, vita, philosophy statements, and 2-year BTPR evaluation; supporting documentation is encouraged. The candidate will submit electronic versions of the narrative and CV to the Chair.
4. When a tenure eligible candidate submits their materials, the following calendar will be used:
 - a. By January 5, the candidate submits their review materials to Library Administration unless advised differently.
5. Written Evaluation: No later than February 15, each sub-group will deliver their written evaluation to the candidate, the candidate’s supervisor, and the Dean.
 - a. Each sub-group will deliver to the candidate: 1) a physical copy of the written evaluation; and 2) a signed electronic copy.
 - b. Each sub-group will send an electronic copy of the signed written evaluation to the candidate’s supervisor and the Dean.
6. Each sub-group will schedule a personal conference with the candidate at the completion of the review.
 - a. The BTPR is intended as guidance and is not binding. The recommendation for tenure and/or promotion will be dependent on the activities reflected in the submitted documentation at the time of the tenure and/or promotion review, evidence of support, the guidelines in force at the time, and the evaluation by the Committee at that time.

B. Progress Review for Tenured Faculty

1. An optional pre-review process is available for tenured candidates going up for promotion to full Professor. The candidate must contact the Chair by November 30 so that a review group will be selected during the December meeting. The review materials must be submitted by February 15. The review will be completed by April 10.

IX. Composition and Selection of the University Library Tenure and Promotion Committee

The Committee is the sole tenure and promotion committee for Library faculty.

A. Composition and Structure

1. The Committee membership will be composed of five librarians.

- a. Three tenured faculty members serve staggered 3-year terms so that at least one third of the committee serve for a period of 2 consecutive years. These terms consist of being a member the first year, Chair the second year, and past-chair the third year.
 - b. Two members, one of whom is tenure eligible and the other either tenured or tenure eligible, serve 1-year terms.
 - c. If there is a candidate for promotion to Full Professor, there will be at least one full professor on the committee, if possible.
2. Each member of the Committee has one equal vote on all matters.

B. Eligibility

1. No faculty member will serve on the Committee when their own application is being considered.
2. None of the Committee members will hold an administrative title above the level of unit head.
3. No library faculty member will serve more than three consecutive years, unless there are an insufficient number of tenured faculty.

C. Procedure

1. Library faculty will vote on a list of Committee candidates no later than May 15. The Library Faculty Senator will facilitate the election. The candidate lists will consist of up to six tenured and up to four tenure eligible library faculty members who received the most votes.
2. The candidate lists will be forwarded to the Dean no later than May 31.
3. From the candidate lists, the Dean will appoint the Committee members. If after discussion with the candidates on the provided lists there are conflicts that prevent appointment, the Dean will request the names of faculty members who received the next highest votes.
4. The Dean will appoint committee members no later than June 30.

D. Vacancies

1. If there is a vacancy on the committee, the Dean may appoint a member from the most recent appropriate list of candidates.

E. The Library will conform to policy BSU 4310, Faculty Tenure and Promotion Committee Duties and Composition, whenever possible. If composition prevents meeting the membership guidelines, the Dean will select and appoint Committee members following a discussion of options with Library Faculty at a special meeting. Candidate selection will still follow procedures outlined in IX.C. as closely as possible given the special circumstances.

X. Guideline Review

Review of content for potential changes

- A. At any time throughout the year, library faculty can send potential revisions to the Guidelines to the Chair. At least once a year, the Chair will issue a call for revisions, and will take proposed revisions to a Librarians meeting for discussion. After general approval of proposed revisions at a Librarians meeting, the Committee will create an anonymous ballot open for at least a 2-week period, and the Library faculty will vote. After the Chair and at least one Committee member verify the results, they will be shared with the library faculty.
- B. Changes to the guidelines require approval by a simple majority of tenured and tenure eligible library faculty and final approval by the Dean.

C. If there have been no substantive (e.g. beyond technical and minor changes) policy revisions to the Guidelines for over five years, the Dean will appoint a committee of two to four librarians to undertake a review.

Approved by Library Faculty April 3, 2008

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

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

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Appendix A: Master Calendar for Tenure and Promotion Guidelines

Date	Action	Section	Who
April 1	Candidate notifies supervisor of intent to apply for tenure and/or promotion, including an indication of which guidelines chosen for evaluation	VI.A	Candidate
April 1	Candidate provides a list of at least three potential external reviewers to the supervisor	VI.B	Candidate
May 15	Library faculty votes on a list of Committee candidates	IX.C	Library Faculty Senator
May 31	Candidate lists forwarded to the Dean	IX.C.2	Library Faculty Senator
June 30	New Committee members appointed	IX.C.4	Dean
August 1	Supervisor sends letters to external reviewers soliciting reviews	VI.C.3	Supervisor

September 15	Candidate submits application to supervisor	VI.D	Candidate
October 8	Candidate's external letters due to supervisor	VI.C.5	Various individuals
October 15	Supervisor forwards the application to the Committee	VI.E.5	Supervisor
October 31	Deadline for scheduling a meeting of the Committee to review Candidate's application	VI.F	T&P Chair
December 1	Candidate notified of Committee's recommendation	VI.F.1	T&P Chair
December	Meeting of all tenured faculty to determine BTPR subgroups for the 2 and 4 year reviews	VIII.B	T&P Chair
December 15	Application and Committee's written recommendation(s) forwarded to Dean	VI.G	T&P Chair
January 5	Tenure eligible candidate submits review materials for 2 or 4 year review to Library Administration unless advised differently	VIII.D	2 or 4 year review Candidate
January 15	Candidate notified of Dean's recommendation	VI.G.1	Dean
January 31	Dean's recommendation forwarded to Provost	VI.G.4	Dean
February 15	BTPR subgroups return application folder and written evaluation to the candidates. A personal conference between the subgroup and the candidate held near this date	VIII.A.5	Lead, 2 and 4 year review subgroup
March 1	Candidate notified of University President's decision	VI.H.1	University President