



# University Libraries

Promotion & Tenure Guidelines

2023 - 2024

# University Libraries Promotion & Tenure Guidelines

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documents are maintained on the Division of Academic Affairs website at:  
<http://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>

#### EXTERNAL REVIEW

As outlined in the *USA Faculty Handbook Sections 3.10.3 (Promotion Procedures) and 3.11.4.3 (Tenure Procedures)*

*The candidate, the Chair of the Departmental Tenure Committee, and tenured faculty of the department each will submit a list of names of external referees who are recognized scholars in the candidate's field of*

- State the nature of any acquaintance with the Candidate;  
 Provide an assessment of the significance and quality of the Candidate's scholarly and/or creative works and other professional accomplishments; and  
 Comment on the Candidate's recognition or standing among peers and the likelihood that the Candidate will emerge as a librarian whose work is known and respected by leaders in the field.
6. A statement that letters from External Reviewers are treated as confidential and that Candidates will not be shown the external letters. Candidates will only be notified of the names of those selected to serve as External Reviewers after the promotion and tenure process has been completed.
  7. The deadline for receipt of the letter from the External Reviewer.
  8. The solicitation letter sent to External Reviewers should be signed by and should request return to the faculty supervisor or library Director. The solicitation letter should not request a recommendation for promotion or tenure; the External Reviewer should not be asked to assess whether the Candidate should be promoted or awarded tenure (an External Reviewer may, of course, volunteer such an opinion). The outside evaluation focuses on professional accomplishments and scholarly or creative achievements. The decision to promote depends on more than these factors.

#### Materials Provided to External Reviewers (To be assembled by the Candidate)

The Candidate submits the following items to the faculty supervisor or library Director for submission to External Reviewers:

1. The letter of application for consideration for promotion and/or tenure addressed to the Executive Director.
2. A Watermark Faculty Success Promotion and Tenure Report and Curriculum Vitae generated from Watermark Faculty Success.
3. Samples of published works or similar evidence of the quality of the Candidate's scholarship.
4. The most recent Faculty Annual Report reflecting activities of the previous calendar year.
5. Any other materials the Candidate wishes to provide to External Reviewers.

## PROCEDURES

### Candidate

The Candidate bears the primary responsibility for the presentation of material in support of tenure and/or promotion. University and University Libraries guidelines for the Promotion and Tenure Portfolio should be used to organize the Candidate's materials. For tenure, candidates may include materials produced throughout an academic career. For promotion, candidates should clearly distinguish materials produced before and after the last promotion.

A Candidate applying for consideration for both promotion and tenure should submit the same Watermark Faculty Success Promotion and Tenure Report and Portfolio for each application. Prior to submission, the Candidate receives email notification from Academic Affairs of Google Drive access.

The following documents are required from all candidates applying for tenure and/or promotion:

#### 1. Run a Tenure and Promotion Report in Watermark

Promotion and/or Tenure Report –To run a Promotion and/or Tenure Report in Watermark Faculty Success. Go to <https://login.watermarkinsights.com/connect/universityofsouthalabama> to Watermark Faculty Success

1. Select Activities at the top of your screen.
2. At the bottom of the screen under section Promotion and Tenure, click Confirmation and Submission.
3. To add a record, select the +Add New Item button
  - x Complete Type of Nomination, Promotion to Rank, Check box for "I have reviewed this package and believe that to the best of my knowledge it is complete."
  - x Enter date
  - x Save.
  - x Screen will return to Confirmation and Submission.
4. Select Reports at the top of your screen.
5. Item 1. Select "Promotion and/or Tenure Report" from the list.
6. Item 2. Select the Date Range for the information you wish to include in your report. (Refer to your college administrator for the Date Range that you should use). DM will warn you if you attempt to create a report with an end date before the report's start date.
7. Item 3. Select the File Format for your report from the drop-down list. Select Microsoft Word (.doc) and page size as "Letter". However, if you are using a MAC you may have to select PDF as the output option instead of Word if the links dot work.
8. Click Run Report at the top right of the page.
9. DM will build your report and prompt you to either open it or save it locally.
10. A MS Word file will be generated that you can save and edit.
11. When you are finished editing your file, save as a PDF. You can upload to the google drive.

The Candidate is responsible for reviewing the report ensuring all electronic links are active and making all needed changes on the report electronically. Once the Candidate is satisfied that the report accurately reflects his or her activities and accomplishments, a copy of the report should be electronically saved from MS Word as a PDF file for uploading to Google Drive as R&P Report.pdf.

## 2. Tenure and/or Promotion Portfolio Contents

The following documents must be organized by the Candidate and included in the Candidate's digital portfolio.pdf:

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process, and the chair of the Departmental Promotion Review and Tenure Review Committees meet jointly with the candidate to present the Committee and department Chair reports.

The University Libraries adhere to the guidelines and procedures for promotion and tenure outlined in the *USA Faculty Handbook*, though the nomenclature differs slightly due to the organizational and supervisory structure of the University Libraries. The faculty supervisor or Library Director acts as the Department Chair. The Executive Director fulfills the role of Dean. The University Libraries tenured faculty serve in the College faculty role. Faculty members who serve and vote on the Departmental Review Committees may not vote on the University Libraries Review Committee.

### **3.10.3 Promotion Procedures**

#### **1. Departmental Procedures**

*The process starts with a peer review within the candidate's department. The appropriate faculty review body consists of a committee composed of all those members of the department, except assistant professors, senior in rank to the candidate. Some academic units may find it difficult or impossible to constitute a committee, given the above exclusions. In that event, the Chair appoints an appropriate committee, following the spirit of the review process.*

#### **2. Collegiate Procedures**

*The Dean of each College/School will appoint each year a College/School Promotion Committee consisting of at least five (5) faculty. Membership on this committee is limited to tenured associate and full professors. However, non-tenure track associate or full-professors may serve on committees to review non-tenure track applicants for promotion. Colleges/schools may restrict membership of the review committee to full professors. Normally, Chairs of departments will not serve as members. Some academic units may find it difficult or impossible to*

*and on the collegiate tenure committee, shall vote concerning the candidate at the departmental tenure committee only, and must abstain from voting at the collegiate tenure committee.*

## **2. Collegiate Procedures**

*Each year, the Dean (or Director) of each college/school shall appoint a collegiate tenure committee of at least five (5) members. Membership on this committee shall be limited to tenured associate and full professors. Normally, Chairs of departments will not serve as members. (Given the above exclusions, some academic units may find it difficult or impossible to constitute such a committee. In that event, the Dean will appoint an appropriate committee, following the spirit of the review process.) The committee's charge shall be to review the departmental tenure recommendations submitted to the Dean's office and to evaluate the faculty members who are eligible for tenure consideration so that it can make its own recommendations to the Dean. Subject to the Dean's approval, the committee may establish the procedures it wishes to follow in carrying out its charge. These procedures are to provide an adequate opportunity for faculty members who are in their final probationary year to submit relevant information and materials in support of their candidacies. The committee's recommendation shall be signed by all members present for each recommendation for tenure. Signing will indicate participation in the voting process and attest to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.*

The University Libraries Promotion Review and Tenure Review Committees are composed of tenured faculty members, except Assistant Librarians, senior in rank to the Candidate, excluding Administrative Faculty. Library Directors or faculty supervisors who have faculty members under review and who are acting in the department Chair role for purposes of the review(s) do not participate in Committee review of and voting concerning faculty members under their area of supervision.

The University Libraries Tenure Review Committee and the University Libraries Promotion Review Committee are separate entities, though there may be overlapping membership. An exception is the review of Candidates seeking promotion from Instructor to Senior Instructor, where membership in the University Libraries Promotion Review and Tenure Review Committees is identical and may be combined for the purposes of the reviews under a single Committee Chair.

## USA Electronic Tenure and Promotion Process

As outlined on

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*Librarian only after a minimum probationary period specified in section 3.14.2, and are subject to the same requirements for promotion outlined in 3.14.3, and 3.14.4.*

**USA Faculty Handbook 3.4.3 Assistant Librarian**

*This rank includes all positions that involve application of professional knowledge, responsibility for performance of others, and independent professional judgment. Persons in this position assist in policy-making decisions and perform independently; a supervisor is available for consultation when necessary. Assistant Librarian is the minimum rank for department heads.*

*Minimum Qualifications: A Master's Degree in Library Science from an ALA-accredited program or an equivalent terminal degree. Persons holding this rank perform professional duties with considerable autonomy and serve their profession, the University, and the community.*

Promotion from AssistantDkn70 -1.967 rom7(essi)-1.7 (ry )0.6 (S)-3(t)-11vg(ro)-3.7 (m7(ess3.7 (m7(h2 (r8 (n)-a

**USA Faculty Handbook 3.4.5 Senior Librarian**

*This rank includes the highest levels of professional responsibility. It has responsibility for staffing and assigning duties, for recommending establishment of or changes in policy; and for establishing procedures within the parameters of library regulations.*

*Minimum Qualifications: A Master's Degree in Library Science from an ALA-accredited program or an equivalent terminal degree; at least twelve years of professional library experience or three years of USA experience at the Associate Librarian rank; demonstrated administrative and supervisory ability; and a subject specialization where appropriate, evidenced by a graduate degree in the subject field or the equivalent in training or experience. Promotion to this rank requires outstanding achievements in bibliographical activities, in research, or in other professional endeavors.*

## ROLES AND RESPONSIBILITIES

### Chair, Departmental Promotion Review & Tenure Review Committee

1. Develops a list of individuals, libraries, or institutions where External Reviewers might be identified. Secures similar lists from the Candidate and from the tenured faculty of the University Libraries.
2. Selects three External Reviewers from the lists secured above, endeavoring to secure one External Reviewer from each list for a total of three reviewers, and provides this information to the library supervisor or library Director, who obtains the External Reviews.
3. Schedules Committee meetings and uploads documents in accordance with the deadlines on the University Library google timeline.
4. Evaluates the Candidate's portfolio and develops a narrative report(s) in association with members of the Committee(s). The Departmental Promotion Review and Tenure Review Committee Chair's





original, signed, Promotion Review and Tenure Review Committee(s) report(s) to the office of the Executive Director of University Libraries.

#### Executive Director of University Libraries

1. Meets with Candidates and their faculty supervisor or library Director to review the process and the University Libraries Promotion & Tenure Guidelines.
2. Provides the Candidate with a notification letter that specifies whether the Candidate is eligible for tenure or promotion or both. If the Candidate is eligible for consideration for promotion, the appropriate rank should be specified.
3. Uploads via Google Docs the signed Departmental Review Notification Form, and a .pdf of any supplemental materials and the accompanying email from candidate (if applicable) to the Google drive prior to the review by the University Libraries Promotion Review and Tenure Review Committee(s).
4. Reviews the Candidate's portfolio, the Departmental Review Committee(s) report(s), the report prepared by the faculty supervisor or library Director, any supplemental materials provided by the Candidate by the specified date