Committee Name: Library Committee on Promotion and Tenure (LCPT)

Committee Chair: Sara Morris


Fiscal Year: 2014-2015

Standing Charges (In place at the start of FY2014-2015):

3.3.4.1 The Library Committee on Promotion and Tenure is the committee required by Faculty Senate Rules and Regulations Article VI. It shall review the qualifications and performance of all members of the library faculty who are to be considered for promotion, award of tenure, or non-reappointment, and make recommendations to the University Committee on Promotion and Tenure in accordance with the guidelines accepted by the University of Kansas for granting promotions and tenure for library faculty. Its recommendations, together with those of the Dean of Libraries, shall be forwarded to the Office of the Provost for consideration by the University Committee on Promotion and Tenure.

3.3.4.2 The Library Committee on Promotion and Tenure also acts as the Libraries’ Progress toward Tenure Review committee. It shall review the qualifications and performance of all members of the library faculty who are scheduled to be evaluated in their progress toward tenure. Once the Library Committee on Promotion and Tenure completes its review, the complete files with the Committee’s recommendations will be sent to the Dean of Libraries.

3.3.4.3 The Library Committee on Promotion and Tenure also acts as the Libraries’ Post-Tenure Review committee. It shall review the qualifications and performance of all members of the Library Faculty who are scheduled to be evaluated for Post-Tenure Review. Once the Library Committee on Promotion and Tenure completes its review, a copy will be shared with the faculty member, who may submit a written response for inclusion in the file before it’s forwarded to the Dean of Libraries.

3.3.4.4 The Library Committee on Promotion and Tenure shall review annually the criteria established by the University Libraries in accordance with the aforesaid guidelines and recommend to the Library Faculty and Professionals Assembly revisions of these criteria, as necessary. It shall also recommend the procedures used for the preparation of dossiers for library faculty under review for progress toward tenure, consideration for promotion and/or tenure, and post-tenure review. The Library Committee on Promotion and Tenure shall present its recommendations to the Library Faculty and Professionals Assembly for approval.
3.3.4.5 The first meeting of the Library Committee on Promotion and Tenure each year shall be called by the Library Faculty and Professionals Assembly Executive Committee no later than the first week of August; the first order of business shall be to select a presiding officer and a recording secretary.

3.3.4.6 The Library Committee on Promotion and Tenure shall be composed of five library faculty, either tenured or having completed their probationary period, with a minimum of three library faculty with the rank of Librarian or unclassified academic staff of equivalent rank—all to be elected by members of the Library Faculty and Professionals Assembly eligible to vote (see 2.2.1 of the Code). Members of the Library Committee on Promotion and Tenure shall ordinarily serve three years with overlapping terms to provide continuity. Members may not ordinarily succeed themselves without one year intervening. Should there be a vacancy that will impact the Committee’s work, qualified members of the library faculty (including someone who has just served on the Library Committee on Promotion and Tenure) will be nominated by Library Faculty and Professionals Assembly Executive Committee for a special election to serve the remainder of the term.

3.3.4.6.1 Library faculty seeking promotion or standing for post-tenure review may not stand for election or serve on the Library Committee on Promotion and Tenure during the year in which he or she will be reviewed for promotion.

3.3.4.6.2 Library faculty with a domestic or familial relationship to the library faculty being reviewed for progress toward tenure, being considered for tenure or promotion, or post-tenure review may not serve on the Library Committee on Promotion and Tenure during that year.

3.3.4.6.3 A unit head or supervisor of library faculty being considered for promotion, tenure, or post-tenure review may not serve on the Library Committee on Promotion and Tenure during the year.

3.3.4.6.4 No library faculty may serve simultaneously on the Library Committee on Promotion and Tenure and the University Committee on Promotion and Tenure.

3.3.4.7 The Library Committee on Promotion and Tenure shall function as a unit with all members present. Each shall have the full privilege of voice and shall vote in all proceedings except those in which the vote is specifically denied by Section 3.3.4.6.2 or Section 3.3.4.6.3, or when by a majority vote, the Library Committee on Promotion and Tenure disqualifies a member from discussion, voting, or both because his or her relationship to the matter under discussion is judged prejudicial by the Library Committee on Promotion and Tenure.

3.3.4.8 If, due to unanticipated circumstances, (i.e. a recusal) there are fewer than three available members of the Library Committee on Promotion and Tenure qualified to vote in an individual case, the Library Faculty and Professionals Assembly Executive Committee will appoint a qualified member of the Library Faculty and Professionals Assembly to review and vote on that particular case (see 3.2.1 of the Bylaws).

3.3.4.9 The Library Committee on Promotion and Tenure shall promptly notify the Dean in writing of its recommendation regarding progress toward tenure, promotion or tenure.

3.3.4.10 The Library Committee on Promotion and Tenure shall promptly share a copy of its review with the faculty member, who may submit a written response for inclusion in the file which will be sent to the Dean of Libraries.
3.3.4.11 The deliberations on individual cases involving non-reappointment, progress toward tenure, tenure, promotion, and post-tenure review shall be held in strict confidence; discussion of such cases by Committee members shall be restricted to meetings of the Library Committee on Promotion and Tenure formally convened for the purpose.

**Standing Charges Progress Summary** *(please include progress and/or accomplishments related to Standing Charges)*:

- LCPT held open meetings prior to the start of the PTTR, P&T, and PTR processes
- LCPT did not review any Promotion and/or Tenure files. The committee did review one Progress Towards Tenure Review file and two Post Tenure Review (PTR) files.
- This was the first year that the committee reviewed PTR files. The committee spent a significant amount of time working on this task and determining the purpose of PTR. After we completed the task we concluded that there were both workload issues and potential conflict of interest involved in keeping this responsibility with LCPT. The committee proposed to LFPA that this task be shifted to a different committee with the suggestion of Sabbatical Leave Committee taking over. This was proposed to the membership and was passed in May of 2015. The “Post-Tenure Review Criteria and Procedures” were changed after a vote by eligible LFPA members.
- LCPT chair worked with KU Libraries’ HR department to establish a calendar for PTR.
- LCPT reviewed and discussed offers of credit to new library faculty members.
- LCPT members, usually the chair, met with candidates interviewing for faculty positions.

**Special Charges:**

1) Review and update as necessary the Overview document to accommodate the new staff categories recently approved by LFPA.

2) Update the Overview document to add information about the Post-Tenure Review process.

3) Document the recommendation we have received in the past from the Provost’s office that those with teaching responsibilities that are not included in their position description, put it under service in their tenure file.

**Special Charges Progress Summary** *(please include progress and/or accomplishments related to Special Charges)*:

1&2) LCPT spent significant time discussing the merits of these charges. We started working on revisions to the Overview document and then decided this was a monumental task. We talked about the purpose of this document as it is currently written is multi-purpose, covering both procedure and roles and responsibilities. This dual purpose makes the document confusing and difficult to maintain. It also covers topics that are unrelated to LCPT. Additionally, the Office of the Vice Provost for Faculty Development provides directions that overlap much of this document.
LCPT believes that this document should be taken down from the LFPA website and all parties involved in the document gather to consider if and how it should be replaced. Perhaps even waiting until the new dean arrives.

3) Morris and Baker met with Dean Haricome and then Associate Deans Miller and Roach to discuss special charge three. Documentation was supplied to the library administration and LFPA exec. Below is a summary:

- Librarians teaching for credit classes as instructor of record will consider this commitment as an overload
  - As such it will be categorized as service and librarians will not be required to fill out the teaching portion of PTTR, P&T, or PTR documents
  - Librarians should be compensated for their work
- This is essentially an administrative matter
  - The topic will be discussed at an upcoming Dean’s Cabinet meeting
    - Assistant Deans will share this news with their reports and also insure revisions to PDs (see below)
- Position Descriptions will be revised to reflect this change in the spring
- LCPT will use the e-mails from Mary Lee and these notes as documentation for this procedure. They will also be shared with Libraries HR so we are all on the same page

**Progress on Previous Year’s Recommendations** *(if applicable, please describe any progress or work towards last year’s committee recommendations):*

**Other Activities or Accomplishments:**

**Recommendations:**

1. Now that Unclassified Academic Staff are in the pipeline for review by LCPT, the committee needs to determine if the review process should be different than those established for tenure-track library faculty and what they should be called (i.e. PTTR, P&T, PTR).

2. Offer to meet with Sabbatical Leave and Post-Tenure Review Committee and HR to review procedures for PTR.

3. Follow up with HR and Cabinet to insure that the information concerning teaching for-credit classes is shared with all members of the library faculty and that job descriptions have been revised to reflect this decision. It was decided at the meeting last fall that this is an administrative issue and not LCPT’s or LFPA’s.

**Potential Charges for Future Committees:**

**Prepared By: Sara E. Morris**