LFPA Committee Final Report

Committee Name: Sabbatical Leave & Post-Tenure Review Committee

Committee Chair: Jamene Brooks-Kieffer


Fiscal Year: 2015-2016

Standing Charges:

3.3.5.1 The Library Sabbatical Leave and Post-Tenure Review Committee shall review and evaluate the merit of each applicant for sabbatical leave and of his or her proposal. It shall notify each applicant in writing of its recommendation and shall forward each recommendation to the Dean of Libraries, who will review and evaluate the merit of the applicants and their proposal before transmittal to the Provost for referral to the University Committee on Sabbatical Leaves for evaluation (see 8.1.1-8.2.7 of the Faculty Senate Rules and Regulations).

3.3.5.2 The Library Sabbatical Leave and Post-Tenure Review Committee shall address itself to matters of policy pertaining to the sabbatical leave system and report its recommendations to the Dean.

3.3.5.3 The Library Sabbatical Leave and Post-Tenure Review Committee 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 Sabbatical Leave and Post-Tenure Review Committee 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 is forwarded to the Dean of Libraries.

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

The committee was convened on August 19, 2015 by Sara Morris, SLPTTR liaison to LCPT Exec, and its charges explained. Jamene Brooks-Kieffer was selected as chair; Karen Cook was selected as secretary. The committee met again on September 11, 2015, to discuss scheduling, numbers of candidates, and the calendars for Sabbatical Leave and PTR processes.

3.3.5.1:

Sabbatical Leave applications were due on September 21, 2015. One was submitted and was made available electronically to the committee to evaluate. On October 9, the committee met to discuss the file and take a vote. A draft of the evaluation was written by the Chair and shared.
with the committee for revision. Committee members submitted revisions electronically. The Chair finalized the draft on October 19 and forwarded the evaluation to the Interim Co-Deans of Libraries. Also on October 19, a letter indicating the committee’s recommendation was sent by the Chair to the applicant.

3.3.5.2:
The committee found no need to address Sabbatical Leave policies in 2015-2016.

3.3.5.3:
An informational meeting for faculty preparing Post-Tenure Review (PTR) files was held on November 20, 2015. PTR files were due on January 11, 2016. The committee met on January 11, 2016 to review policies and schedule discussions on each faculty member’s materials. As a result of this policy review, two members of the committee recused themselves for the duration of PTR confidential proceedings. Confidential proceedings to review, discuss, and vote on faculty members’ PTR files were held on January 19, January 26, and February 16, 2016. Committee members participating in these proceedings drafted evaluative summaries and shared them with each other for review and revision. Final evaluative summaries were signed by the Chair and submitted to Human Resources by February 18, 2016. The committee received no notice of disagreement by the Interim Co-Deans.

Special Charges: None

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

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

Other Activities or Accomplishments:
After completing PTR confidential proceedings, the committee members who conducted the proceedings met on March 3, 2016, to discuss any recommendations for future post-tenure reviews. Additionally, the entire committee reconvened on March 15, 2016 to discuss any recommendations relevant to either Sabbatical Leave or Post-Tenure Review proceedings. Some of these recommendations were inserted into the new LFPA Code prior to its submission in draft form to LFPA Exec. Some recommendations were included in a revision to the Post-Tenure Review Criteria and Procedures document, submitted for a vote by LFPA. Other recommendations are included below for consideration by the faculty body of LFPA, by LFPA Exec, and/or by future SLPTR committees.

Recommendations:

For LFPA Exec and the faculty body:
Access to the P&T and PTR calendars:
This recommendation addresses difficulties with navigating the restrictions on membership for both SLPTR and LCPT – difficulties which can and do result in unexpected recusals and committees too small to conduct business. The committee recommends that:
• The P&T and PTR calendars be made available for general access by the faculty assembly by, for example, posting the calendar documents to the LFPA section of the Intranet or its replacement and updating these documents as necessary.
• The Nominating & Ballot Committee be charged with consulting the P&T and PTR calendars when assembling the SLPTR and LCPT slates of candidates to deter situations in which one or more candidates is elected but unable to serve due to membership restrictions.

Access to faculty evaluations:
The partial committee that conducted confidential PTR proceedings found that having access to the faculty members’ evaluations was very helpful for this process. The members of the partial committee believe that LCPT would also benefit from being able to review evaluations, too. This recommendation is reinforced by the full committee. SLPTR recognizes that this change to the Promotion & Tenure process would require a faculty vote and review by the Provost’s Office. The committee nevertheless recommends that this topic be investigated.

For future SLPTR Committees:
• Work with Human Resources to revise the PTR Calendar:
  o Schedule the information meeting between mid-October and early November.
  o Add a date by which the faculty member can submit their file to a supervisor or trusted colleague for comment. If this date was just before or after Winter Break and the turnaround was approx. 1 week, both supervisor/colleague and faculty member would have enough time to still meet the current submission deadline of the second Monday in January.
  o Remove the early March meeting between the dean and the faculty member. Procedures actually indicate that the PTR results are discussed by these parties as a part of the annual evaluation process.
• Work with Human Resources to revise the content of the information meeting for faculty undergoing PTR:
  o Stress that faculty read and follow the procedure and documentation, particularly:
    ▪ keep within 500 word limit on each section of the narrative.
    ▪ confine narrative to most recent 7 years.
  o Recommend that faculty have their supervisor or a trusted colleague read their file before submission.

Potential Charges for Future Committees:
• Working with Human Resources, revise the PTR Calendar (see above for specifics).
• Working with Human Resources, revise the content of the PTR informational meeting.

Prepared By: Jamene Brooks-Kieffer