

University of Kansas Libraries
Post-tenure Review Criteria and Procedures
[May 2020]

General Principles:

In accordance with Board of Regents requirements, Article 7, section 4 of the Faculty Senate Rules and Regulations, and the University Policy on Post-tenure Review, the University of Kansas Libraries, hereafter referred to as the Libraries, has adopted these expectations and procedures for conducting post-tenure review. Post-tenure review is a process for periodic peer evaluation of faculty accomplishments and future directions in the areas of professional performance, scholarship, and service.

Post-tenure review must be conducted in a manner that respects the rights of faculty members involved, including academic freedom, tenure, and due process. In addition, all those involved in the evaluation process must recognize that it is a confidential personnel matter and take appropriate steps to protect confidentiality.

Period for Review:

Post-tenure review is conducted on a seven-year cycle and covers the period since the last comprehensive review, which may be consideration for promotion and/or tenure, the award of a distinguished professorship, or a previous post-tenure review. Some years may be excluded from the period in accordance with the University policy and the review may be postponed if the faculty member is on leave during the year of review. The Dean of the Libraries will notify faculty members scheduled for post-tenure review no later than March 15 in the spring semester preceding the academic year of review.

Expectations:

All tenured library faculty members must meet academic responsibilities in the areas of professional performance, scholarship, and service. Unless otherwise specified by the job description or differential allocation of effort, the ordinary allocation of effort is 80% professional performance, 10% scholarship, and 10% service.

The Libraries has defined its standards and expectations for professional performance, scholarship, and service in its annual evaluation processes. The expectations for post-tenure review are consistent with these standards, with overall productivity commensurate to the seven-year period under review. The following specific criteria shall apply for purposes of post-tenure review.

Criteria for Meeting Expectations in Professional Performance in Librarianship:

Given the nature and diversity of librarians' professional assignments, a specific list of professional performance standards is not possible; neither is it possible to list specific examples of required documentation to support the standard being met. Nonetheless, where appropriate, the librarians will provide documentation.

Library faculty professional responsibilities are individually differentiated and it is impossible to enumerate all possible minimum standards of performance. However, broad demonstrations of the following allow supervisors and administrators in the Libraries to mark accomplishments and demonstrate that library faculty meet the minimum standards of professional performance. At minimum a tenured librarian will:

Demonstrate ongoing progress in understanding the needs of library users in a research university in the assigned areas of responsibility and specialization.

Participate in and contribute to discussion and decision-making on a broad range of library and related academic issues – beyond the assignment.

Show progress in keeping abreast of current developments in the field of library and information science and apply this information in identifying and addressing the complex issues that arise in the Libraries.

Monitor developments in related professional fields or academic disciplines as appropriate.

Work consistently with initiative and independence to apply the intellectual bases of library and information science, in addition to other relevant knowledge (e.g., in a discipline), to the identification and resolution of complex issues associated with the performance of the librarian's responsibilities.

Offer guidance to colleagues to identify and resolve issues in related areas of specialization.

Demonstrate the ability to make sound decisions within the full range of responsibilities that make up the assignment, within a broader understanding of the assignments of colleagues in related areas of the Libraries.

Apply skills, knowledge, and abilities to responsibilities that range from the traditional services of acquiring, accessing, and preserving resources to broader emerging areas in information literacy instruction and scholarly communication.

Criteria for Meeting Expectations in Research and Creative Activity:

Librarians are expected to engage in research/scholarly activities. The standard annual assignment for research/scholarly activities typically comprises 5 to 20 percent of a librarian's

assignment. The wide range of librarians' assignments at KU and the demands of 12-month appointments lead to broad variations in the type and amount of research/scholarly activities in which they engage. Librarians are expected to pursue a program of scholarship yielding high quality results, which include those works subject to peer assessment. In this way, library faculty will contribute to enhancing the profession of librarianship or a related area of specialized subject area in which they conduct research/scholarly activities. All tenured library faculty are expected to engage in consistent and sustained research/scholarly activities.

Criteria for Meeting Expectations in Service:

It is a natural outgrowth of a librarian's professional performance that they will participate in service activities that contribute to KU Libraries, to the University of Kansas, or to professional organizations at the local, regional, national, or international level.

Librarians' service is evaluated on the basis of quality and is demonstrated by the level of contribution and the significance or impact of the service. Contributions that require a substantial effort and produce significant results will be rated more highly. The librarian's service should reflect continued growth and leadership over time. Evidence of service may include, but is not limited to, actively participating in library, university, state, regional, national, or international professional committees and task forces; serving as the chair of a committee or task force, or as an officer of a local, state, regional, national, or international professional organization, providing consulting services to or planning programs or conferences for professional organizations; mentoring new faculty or mentoring within the profession; or making presentations to community groups or civic organizations.

Review Committee:

The post-tenure review is conducted by the Sabbatical Leave and Post-Tenure Review Committee, which shall be selected as provided in *University of Kansas Libraries Code of Governance*.

The following conditions will restrict a faculty member from serving on the review committee:

- Standing for post-tenure review
- A domestic or familial relationship to library faculty standing for post-tenure review
- Supervising library faculty standing for post-tenure review
- Being supervised by library faculty standing for post-tenure review

Restrictions on membership are defined in the *University of Kansas Libraries Code of Governance* Article II, Section V, Sabbatical Leave and Post-Tenure Review Committee. A committee member who believes that there may be a conflict of interest should withdraw from the committee. If a faculty member who is undergoing review believes that there is a conflict of interest, they may object to the inclusion of a member. If the member declines to withdraw, the remaining committee members shall consider the basis for the alleged conflict and decide the matter. If a committee member withdraws or is removed based on a conflict of interest, the Library Faculty Assembly will name a replacement.

Preparation of the File:

Review will be conducted on the basis of a file that documents a faculty member's professional performance, scholarship, and service. In contrast to evaluation for promotion and tenure, outside reviews of scholarship and copies of publications are not required.

The faculty member under review should provide a brief narrative statement of their accomplishments in professional performance, scholarship, and service during the review period as they relate to their long-term career path and goals (see template). In addition, the faculty member should submit a current curriculum vitae and a list of additional activities not covered on the curriculum vitae. The Dean will furnish copies of the faculty member's annual evaluations for the past six years during the review period.

Evaluation and Report:

The committee will review the file and evaluate the faculty member's overall performance and their contributions in the areas of professional performance, scholarship, and service. Applying the expectations defined above, the committee will determine whether the faculty member's performance in each area, as well as their overall performance, meets expectations, exceeds expectations, or fails to meet expectations. In making its evaluations, the committee must bear in mind that (1) faculty members have differing responsibilities and make different kinds of contributions to the mission of the Libraries and the University; (2) a faculty member's activities vary over time according to their strengths, interests, and career path; and (3) innovative work may take time to reach fruition and may sometimes fail.

The committee will prepare a written report summarizing its evaluation. The report should provide a narrative description of the faculty member's activities, an explanation of the committee's ratings, and recommendations or suggestions for acknowledgement of contributions and future development of the faculty member. The committee will provide a copy of the report to the faculty member, who may submit a written response for inclusion in the post-tenure review file before it is forwarded to the Dean.

Consideration by the Dean:

The committee's report (along with any faculty response) will be provided to the Dean. If the Dean agrees with the report, they will indicate that agreement in writing to the faculty member and place a copy in the file. If the Dean disagrees with the committee's evaluation, they shall explain the reasons for any disagreement in writing, with a copy to the faculty member and the committee. The Dean may ask the committee to provide additional information or reconsider the review. If the Dean disagrees with a positive evaluation by the committee, the faculty member may submit a written response. The Dean will forward a summary of post-tenure review outcomes and copies of the files to the Provost.

Relation to Annual Evaluations:

The committee report will be considered as part of the annual evaluation process. The Dean will meet with the faculty member to discuss the report. This discussion should concentrate on the future professional development of the faculty member with an aim toward enhancing meritorious work and improving less satisfactory performance, including adoption of a performance improvement plan, if necessary. Any action on the review that is within the scope of the Faculty Evaluation Policy must be taken under that policy.

Appeals:

If a disagreement between the committee and the Dean cannot be resolved or if the faculty member wishes to appeal an evaluation of “fails to meet expectations,” the matter will be handled as an appeal under the KU Libraries Faculty Evaluation Plan.

Historical Record of PTR Criteria and Procedures Changes

May 2020—Updated pronouns to be gender neutral; changed the years of evaluations from seven to six to align with KU’s policy; split the document so the Criteria is separate from PTR form.

May 2016—Changed to clarify restrictions on membership on the review committee, incorporate a meeting with the Dean into the process, clarify the review period and word count of reviewees’ narratives in Appendix A, correct typos, and update to 2016-2017 dates.

September 2015—updated to reflect 2015-2016 dates.

May 2015—Changed to reflect the transfer of Post-Tenure Review from the Library Committee on Promotion and Tenure to the Sabbatical review and Post-Tenure Review Committee. This change was approved by ballot.

Approved by FLFPA by ballot **May 1, 2014**