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

Committee Chair: Geoff Husic


Fiscal Year: 2013-2014

Standing Charges:

3.3.4.1 The Committee on Promotion and Tenure (LCPT) 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 recommendation 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 librarians. 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 Committee on Promotion and Tenure also acts as the Libraries’ Progress toward Tenure Review (PTTR) 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 Committee completes its review, the complete files with the Committee’s recommendations will be sent to the Dean of Libraries.

3.3.4.3 The Committee 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 librarians under review for progress toward tenure and consideration for promotion and/or tenure. The Committee shall present its recommendations to the Library Faculty and Professionals Assembly for approval.
3.3.4.4 The first meeting of the Committee 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.

3.3.4.5 The Committee on Promotion and Tenure shall be composed of five tenured library faculty members with a minimum of three librarians from the Librarian rank, all to be elected by members of the Library Faculty and Professionals Assembly eligible to vote (see 2.2.1 supra). Members of the Committee 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 LCPT) will be nominated by LFPA Executive Committee for a special election to serve the remainder of the term.

3.3.4.5.1 A librarian who is seeking promotion may not stand for election or serve on the Committee during the year in which he or she will be reviewed for promotion.

3.3.4.5.2 A librarian who has a domestic or familial relationship to the librarian being reviewed for progress toward tenure or being considered for tenure or promotion may not serve on the Committee during that year.

3.3.4.5.3 A unit head or supervisor of a librarian being considered for promotion or tenure may not serve on the Committee during the year.

3.3.4.5.4 No librarian may serve simultaneously on the Library Committee on Promotion and Tenure and the University Committee on Promotion and Tenure.

3.3.4.6 The Committee 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 3.3.4.5.2 or Section 3.3.4.5.3, or when by a majority vote, the Committee disqualifies a member from discussion, voting, or both because his or her relationship to the matter under discussion is judged prejudicial by the Committee.

3.3.4.7 Regarding the membership required to review a file, only those tenured members, at or above, the rank for which the candidate is being nominated shall vote. If, due to unanticipated circumstances, (e.g. a recusal) there are fewer than three available members of the Committee on Promotion and Tenure qualified to vote in an individual case, the Library Faculty 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).
3.3.4.8 The Committee shall promptly notify the Dean in writing of its recommendation regarding progress toward tenure, promotion or tenure.

3.3.4.9 The deliberations on individual cases involving non-reappointment, progress toward tenure, tenure, and promotion shall be held in strict confidence; discussion of such cases by Committee members shall be restricted to meetings of the Committee formally convened for the purpose.

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

The year 2013-2014 was an especially busy year for LCPT as we had a larger than usual number of files to review, and it included the following activities.

**Promotion & Tenure**

--On September 11th, the Committee and HR representatives held an open meeting to discuss the PTTR process and to answer any questions. Mike Broadwell discussed HR’s role in the process and Geoff Husic distributed a list of some tips to help facilitate the candidates completing the files.

-- In July the Committee met to plan its calendar, prepare for the five P&T cases to be reviewed.

--During the week of Sept. 16, the P&T Ad Hoc Committee met with all five candidates applying for promotion or promotion with tenure. Lyn Wolz was the official LCPT representative conducting the meetings, while Geoff Husic, as LCPT chair, attended to take notes in case we wish to make any recommendations in this annual report.

--During fall semester each year the Dean, or a representative from the Committee, if the Dean is not available, meets with UCPT to discuss the Libraries’ discipline expectations and to answer any questions UCPT might have. This fiscal year, Mary Roach and Judith Emde participated as the Dean’s representatives.

--During the month of October, LCPT members reviewed the final P&T files. The work was completed on schedule and the files, with the assessment of LCPT, were sent to the Dean for her independent review and decision, and subsequent transmittal of her decision to UCPT via the Provost’s Office.

**PTTR**

--During the spring the Committee met several times to review two PTTR files. Sarah Morris served the LCPT representative for the ad hoc file review process. After its final review LCPT forwarded the files, with its comments, to the Dean. The Dean then reviewed the files and met with each of the PTTR candidates.

--LCPT updated the Libraries’ P&T/PTTR Overview documents to reflect any changes to procedure and to correct references to outdates sources of information, old network drives, etc.
Special Charges 2013-2014:

NA

Other Activities or Accomplishments:

--Geoff Husic, as LCPT chair, met with all candidates interviewed for Libraries faculty positions during the year. The purpose of these sessions is to make sure all candidates have a good overview of promotion and tenure policy and procedures at KU and in the Libraries.

--LCPT has written a document (see attached) that suggests some changes in the physical handling of LCPT files. LCPT reviewed this document with the appropriate staff in Libraries HR to make sure the suggestions are appropriate. The changes suggested can also easily coexist with the current P&T Overview Document with none, or at the most very minor technical changes in wording. LCPT decided to test the new suggestions with this year’s PTTR process and since it worked well, we are enclosing the document with this report for LFPA’s consideration. We don’t feel these minor changes that reflect practical reality need to be voted on, but will leave it to LFPA to advise next year's LCPT on the matter.

--LCPT met on 4/4 to discuss what changes must be made to the Criteria for Academic Rank and Discipline Expectations to reflect the criteria for non-tenure track librarians. And academic staff. This review was made at the request of LFPA and was expedited in order to be codified as soon as possible. We submitted suggested revisions that reflect these changes to LFPA.

Recommendations:

LCPT suggests that the LCPT Chair and HR representative, near the end of each committee year, review the Overview document to identify any minor informational, editorial, or procedural changes that should be made to make the document, and that a summary of those changes be made available for the candidates and supervisors for the following year. However this year, because of the need to speedily update the Discipline Expectations and Criteria for Academic Rank documents to accommodate the new staff categories which were only recently approved by LFPA vote, there was no time to tackle this task. It would seem appropriate for the incoming LCPT committee to work on updating the Overview document in FY2015.
Potential Charges for Future Committees:

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

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

3) There seems to remain some confusion about how to handle files for candidates that teach for-credit courses. The Libraries’ P&T Overview document states the following:

   “If the professional performance portion of the position description for the candidate includes the teaching of any for-credit course (as instructor of record), he/she is required to complete the Teaching section of the standardized form as well as the sections on Professional Performance, Research, and Service.”

However, various communications between LCPT and/or candidates with the Provost’s Office has indicated that Librarians should not complete the teaching sections for these courses but should include them under service.

We suggest that LFPA consider charging LCPT or an ad hoc group to work with HR and the Provost’s office to formally document the proper handling of these cases and update the Overview Document to eliminate the current ambiguity.

Prepared By: Geoff Husic, Chair, LCPT (2013-2014)