Library Committee on Promotion and Tenure

Final Report to LFPA Exec for 2008-2009

The members of LCPT for 2008-2009 were: William Crowe; Frances Devlin; George Gibbs; John Stratton; and Sheryl Williams. Scott McEathron served as liaison to the committee from LFPA Exec.

Minutes of all committee meetings were taken and reported to the LFPA secretary, with the caveat that for many of the meetings all --or a substantial part-- of the deliberations were confidential and so not minuted.

The committee elected Crowe to serve as chair and Devlin as secretary.

The principal matters addressed by the committee, per standing and special charges, are here noted:

- During fall 2008, the committee met numerous times to review the dossiers of four candidates for mandatory tenure review, in compliance with provisions of the Faculty Senate Rules & Regulations, the LFPA Code of Governance, the Discipline Expectations for Librarians at KU, and Criteria for Academic Ranks of Librarians, consistent with the guidelines provided by the Office of the Provost. This work was completed in a timely way and the committee’s assessments of the candidates sent to the Dean for her independent review and transmittal to UCPT.

- Early in fall semester, Williams, in the absence of the chair, met with UCPT, along with Associate Dean Miller (in the absence of the Dean), to respond to any questions from UCPT about the Libraries’ discipline expectations and to explain the expected number of cases to come forward. (All deans and representatives of promotion and tenure committees receive such an invitation each year.)

- During the end of fall semester, the committee began a close review of the “LCPT Manual,” i.e., the document prepared and accepted by LFPA Exec and the Dean in May 2008, with an eye to bringing it up to date. This process was informed by the committee’s experience in this, the first full year of implementation of all of the much-changed provisions of the Faculty Senate Rules & Regulations regarding promotion and tenure (and substantial derivative changes in the forms and procedures developed by the Office of the Provost).

- Late in fall semester, the chair met with the chair of the administrative committee on mentoring to respond to questions and share the committee’s views on issues of mentoring that relate to P&T and PTTR.

- During the winter break the chair was invited to meet with the LFPA’s ad hoc committee on discipline expectations, which was not possible because of the chair’s not being on duty during the break period. The chair offered to help convene a meeting, to be held soon after the beginning of the spring semester, with as many current and recently serving members of LCPT as possible, to aid that committee’s work. The ad hoc committee did not request such a meeting.
During spring semester, the committee continued work over several meetings on the “LCPT Manual,” which it retitled as “University Libraries Faculty Appointment, Progress Toward Tenure Review (PTTR), and Promotion & Tenure (P&T) Procedures: an Overview.” The committee sent a late version (sixth draft)) to LFPA Exec and the Dean, on 8 April, with a cover memorandum. Based on suggestions from LFPA Exec and comments and questions at the 6 May meeting (see below), the chair made some corrections and added some clarifying language to the document, herewith attached in final form.

- There were no Progress Toward Tenure Review candidates for 2008-2009.
- Members of the committee met with two candidates for a faculty appointment to discuss KU faculty status as it relates to promotion and tenure.
- The committee updated its internal “tick list of topics” used by members who meet with candidates for faculty appointment.
- The committee held—on 6 May 2009--its annual open meeting for all library faculty, to discuss the P&T and PTTR processes, based in its experience in the current year, and to respond to questions.
- The chair participated in a workshop offered by the Libraries HR Director on 12 May 2009 for persons associated with expected candidacies for promotion, tenure, and PTTR.
- Members whose service extends into 2009-2010 (Crowe, Devlin, Williams) reviewed a draft of a calendar for P&T and PTTR matters for that cycle, prepared by Mike Broadwell for dissemination to all library faculty.
- The chair worked throughout the year with Mike Broadwell to help reconstitute the background/context for the P&T and PTTR processes that are so vital to promote good communication with all participants in the process, especially with candidates for LCPT review and their supervisors.
- As the semester closed, the chair consulted with the two members who were available, to make a recommendation to the dean about a position for the Libraries on the matter of sequence for listings of publications, etc., in the “Blue Form.” The advice given and accepted by the Dean was that the Libraries’ HR Director should counsel candidates to adopt reverse chronological order.

The chair wishes to commend the service of all members of the committee, especially so because of the special challenges of working through, with greatest care, the numerous changes in the details of the P&T process occasioned by the changed FSRR and guidelines from the Office of the Provost and the attendant need to review very closely the old “LCPT Manual.”

Last, all members of LCPT wish the record to show the committee’s great appreciation for the consistent support that has been offered by the Dean and --by delegation of responsibility-- by Mike Broadwell. He, with assistance from Rita Wilson, met every need of the committee, always with dispatch and sensitivity.
Recommendations for LFPA Exec for 2009-2010:

- Consider charging LCPT to examine changes in the Faculty Senate Rules and Regulations and in the Guidelines issued by the Office of the Provost to identify, in consultation with the Libraries HR Director, any possible inconsistencies and/or gaps in the Libraries’ procedures and to recommend remedies that would bring the Libraries into compliance.

- Examine closely the placement on the Libraries Intranet of the updated “Overview” document on P&T and PTTR to promote awareness of it among the library faculty and ease of access to its content.

- Consider charging LCPT to examine the LFPA Code to identify outdated references to LCPT and its procedures and processes, in consultation with the Committee on the Code and Bylaws.

Respectfully submitted:

William J. Crowe, for LCPT

14 May 2009