Library Committee on Promotion and Tenure

Final Report to LFPA Exec for 2009-2010

The members of LCPT for 2009-2010 were: William Crowe; Deborah Dandridge; Frances Devlin; Keith Russell; and Sheryl Williams. In January, Bill Crowe resigned from the committee, and Beth Warner was elected to serve in his place for the remainder of the year. George Gibbs served as liaison to the committee from LFPA Exec.

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

The committee elected Crowe to serve as chair and Dandridge as secretary. In January, with the resignation of Crowe, Williams was elected to serve as chair for the remainder of the year.

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

- Early in fall semester, Crowe and the Dean met with UCPT 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 fall 2009, the committee met numerous times to review the dossier of one candidate being considered for promotion in rank. There were no mandatory tenure reviews. These deliberations were carried out 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 assessment of the candidate sent to the Dean for her independent review and transmittal to UCPT.

- Very early in fall semester, the committee met with Gibbs and Emmett (chair of LFPA Exec) to review the special charges issued by LFPA Exec Com 27 August 2009. The committee noted that it would plan to work on these charges, in the absence of any matter of time sensitivity, during the early part of spring semester 2010. In January the Committee was notified by the chair of LFPA Exec that the special charge no. 2 (Review sections 6.3.1 (and subsections therein, https://documents.ku.edu/policies/governance/FSRR.htm#art6sect5) in the Faculty Senate Rules and Regulations describing initial, intermediate and final review in the tenure and promotion process. Make recommendations to LFPA Exec on whether, and to what degree the libraries current practices are aligned with these requirements and make recommendations for correction if necessary. Also note language used in P& T guidelines on provost’s website which refers often to “initial review”. http://www.provost.ku.edu/policy/faculty/docs/general/pt_guidelines.pdf) was being reassigned to a separate ad hoc committee, appointed by LFPA Exec, and that a member from LCPT would serve on that committee. Beth Warner agreed to serve in this capacity.
• There was one Progress Toward Tenure Review candidate for 2009-2010. The committee met numerous times to review the dossier, and to prepare commentary for transmission by the Dean to the candidate, consistent with guidelines provided by the Office of the Provost.

• In January the Dean of Libraries shared with the chair of LCPT a response from the Faculty Senate Committee on Standards & Procedures for Promotion and Tenure (SPPT) regarding their review of the Library’s “Guidelines for Promotion and Tenure.” Given the minor nature of the requested changes, the Dean proposed asking Bill Crowe, to prepare the needed changes to the document, working with the chair of LCPT, and in consultation with the chair of SPPT. That work was quickly completed by Crowe, reviewed by LCPT, and shared informally with Judith Emde (as a member of SPPT) before being submitted, through the Dean, to SPPT for review at their meeting in May. SPPT approved the proposed edits to the document.

• In early May the Dean referred to LCPT a request to quickly review the forms to be used in the upcoming year for the promotion and tenure process given the change to partial online submission for promotion and tenure dossiers. LCPT provided a response making several suggestions for changes, which were incorporated into the forms distributed at the Provost’s open meeting on promotion and tenure.

• On May 19 the committee held its annual open meeting for all library faculty, to discuss the P&T and PTTR processes, based on its experience in the current year, and to respond to questions. Mary Lee Hummert, Vice Provost for Faculty Support, attended the first half of the meeting to address questions about the online submission to be used in the upcoming P&T review.

• The committee met (with Mike Broadwell) to discuss and determine procedures for working with online submission of files in the upcoming year.

• The chair continued the work of the last two years 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.

• Williams and Warner met with nine candidates for four faculty positions during June to discuss promotion and tenure issues generally with each.

• Committee members reviewed standing charges, and web site content, as required by special charges for the year, and have no proposals to make concerning changes in either of these.

Recommendations for LFPA Exec for 2010-2011:

• Continue to work closely with the Libraries HR Director in making sure that procedures required for the online submission of files are workable and clear.

• Establish a procedure and timeframe for the selection of a member of LCPT to serve on the new ad hoc draft dossier review committees established by vote at the June 15th LFPA meeting.

Both faculty members who had served as chair wish to commend the service of all members of the committee. Last, all members of LCPT once again 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.

Respectfully submitted:

Sheryl K. Williams, for LCPT

June 28, 2010