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

Committee Chair: Geoff Husic

Members (with terms): Geoff Husic (Librarian, 2011-2014); Judith Emde (Librarian, 2010-2013), Lyn Wolz (Librarian, 2012-2015), Tami Albin (Associate Librarian, 2011-2014), Sarah Morris (2012-2015). Mike Broadwell and his staff in Libraries HR continued to provide support to LCPT and to P&T and PTTR candidates.

Fiscal Year: 2012-2013

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 2012-2013 was a fairly typical year for LCPT, and it included the following activities.

--Early in the fall semester each year a representative from the Committee met with UCPT to discuss the Libraries’ discipline expectations and to answer any questions UCPT might have. For this fiscal year, Geoff Husic participated as the representative for LCPT as well as to represent the Dean, who was unavailable.

--During the fall the Committee met numerous times to plan its calendar, prepare for the three P&T cases to be reviewed, and to review the files that came forward. The work was completed on schedule and the files, with the assessment of LCPT, were sent to the Dean for her independent review and subsequent transmittal to UCPT via the Provost.

--During the spring the Committee met several times to review two PTTR files. The Committee forwarded the files, with its comments, to the Dean ahead of schedule. The Dean then reviewed the files and the Committee comments, and met with each of the PTTR candidates.

--In May the Committee held its annual open meeting for all Libraries faculty. The Committee discussed its activities for the 2012-2013. We also briefly discussed some interesting comments that can up during the Provost’s May P&T meeting, and which were subsequently discussed by LCPT and Mike Broadwell for HR (see more below in Other Activities below). In addition, the Committee made recommendations for future files, and answered questions.

--LCPT update the Libraries P&T/PTTR Guidelines documents to reflect any changes to procedure and to correct references to outdated sources of information, old network drives, etc.

--Members of LCPT 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.

--Members of the Committee worked to ensure that brief notes of LCPT meetings were posted to the Committee web site in a timely fashion, and that other information was kept up to date.

--LCPT continued to work closely with Mike Broadwell, Libraries Director of Human Resources, on procedural issues relating to the P&T process, including changes such as the gradual move toward electronic submission of files and the best practices for formatting electronic documents.
Special Charges 2010-2011:

- As a committee or a subcommittee of LCPT is requested to determine how to adjust the participation and voting of LCPT members to be in compliance with University rules and regulations. In the meantime, only the three librarians will participate in all deliberations for promotion files to full librarian fall 2012. Considering the number of faculty in the Libraries, three members voting doesn’t seem adequate. University guidelines do not prevent associate librarians from participating in the process for files to full librarians. Our code currently prevents them from voting, thus making them ineligible to participate at all.

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

With the generous understanding of LFPA, LCPT requested that this special charge be deferred in favor of being recommended as an action item by the next year’s LFPA. This is a complicated issue that will require much debate, involving faculty, HR, and the Dean, and will likely require Library code changes. The tight calendar LCPT must follow in processing P&T/PTTR files allows little time to pursue this. We would like to recommend that LFPA create an ad hoc committee of recent LCPT chairs, the HR representation, and other interested parties to address the issue.

Other Activities or Accomplishments:

In May LCPT had a brief meeting with HR to discuss a few observations for the Provost’s P&T meeting, at which Geoff Husic, Judith Emde, and Mike Broadwell were in attendance. At that meeting UCPT members stated that 1) They believe it is a good idea for the candidate’s research statement (even a someone modified one) go along with the research packet to external reviewers, and 2) That they were not sure it was appropriate for a department’s discipline expectations should accompany the packet. LCPT and HR concurred with the first point (we had not been doing this previously), and we will encourage candidates to supply these with the research packet. In regards to the second point we felt that because of the nature of librarians’ research and scholarly activity, which often looks quite different from that of other departments, we favor continuing to include the Libraries’ Discipline Expectations and Criteria for Academic Rank in the materials that are sent to the external reviewers, as it will provide them with valuable context.

Recommendations:

LCPT suggests that the LCPT Chair and HR representative, near the end of each committee year, review the Overview document to make any minor informational, editorial, or procedural changes that should be made to make the document, so that those changes are available for the candidates and supervisors for the following year.

Potential Charges for Future Committees:

No recommendations as this time

Prepared By: Geoff Husic, Chair, LCPT (2012-2013)