

1 University of Kansas Libraries
2 Post-tenure Review Criteria and Procedures
3 [May 2016]
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7 **General Principles:**
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9 In accordance with Board of Regents requirements, Article 7, section 4 of the Faculty Senate
10 Rules and Regulations, and the University Policy on Post-tenure Review, the University of
11 Kansas Libraries, hereafter referred to as the Libraries, has adopted these expectations and
12 procedures for conducting post-tenure review. Post-tenure review is a process for periodic
13 peer evaluation of faculty accomplishments and future directions in the areas of professional
14 performance, scholarship, and service.
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16 Post-tenure review must be conducted in a manner that respects the rights of faculty members
17 involved, including academic freedom, tenure, and due process. In addition, all those involved
18 in the evaluation process must recognize that it is a confidential personnel matter and take
19 appropriate steps to protect confidentiality.
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21 **Period for Review:**
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23 Post-tenure review is conducted on a seven-year cycle and covers the period since the last
24 comprehensive review, which may be consideration for promotion and/or tenure, the award of
25 a distinguished professorship, or a previous post-tenure review. Some years may be excluded
26 from the period in accordance with the University policy and the review may be postponed if
27 the faculty member is on leave during the year of review. The Dean of the Libraries will notify
28 faculty members scheduled for post-tenure review no later than March 15 in the spring
29 semester preceding the academic year of review.
30

31 **Expectations:**
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33 All tenured library faculty members must meet academic responsibilities in the areas of
34 professional performance, scholarship, and service. Unless otherwise specified by the job
35 description or differential allocation of effort, the ordinary allocation of effort is 80%
36 professional performance, 10% scholarship, and 10% service.
37

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

88 **Criteria for Meeting Expectations in Research and Creative Activity:**

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90 Librarians are expected to engage in research/scholarly activities. The standard annual
91 assignment for research/scholarly activities typically comprises 5 to 20 percent of a librarian’s
92 assignment. The wide range of librarians’ assignments at KU and the demands of 12-month
93 appointments lead to broad variations in the type and amount of research/scholarly activities in
94 which they engage. Librarians are expected to pursue a program of scholarship yielding high
95 quality results, which include those works subject to peer assessment. In this way, library
96 faculty will contribute to enhancing the profession of librarianship or a related area of
97 specialized subject area in which they conduct research/scholarly activities. All tenured library
98 faculty are expected to engage in consistent and sustained research/scholarly activities.
99

100 **Criteria for Meeting Expectations in Service:**

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102 It is a natural outgrowth of a librarian’s professional performance that he or she will participate
103 in service activities that contribute to KU Libraries, to the University of Kansas, or to
104 professional organizations at the local, regional, national, or international level.
105

106 Librarians’ service is evaluated on the basis of quality and is demonstrated by the level of
107 contribution and the significance or impact of the service. Contributions that require a
108 substantial effort and produce significant results will be rated more highly. The librarian’s
109 service should reflect continued growth and leadership over time. Evidence of service may
110 include, but is not limited to, actively participating in library, university, state, regional,
111 national, or international professional committees and task forces; serving as the chair of a
112 committee or task force, or as an officer of a local, state, regional, national, or international
113 professional organization, providing consulting services to or planning programs or conferences
114 for professional organizations; mentoring new faculty or mentoring within the profession; or
115 making presentations to community groups or civic organizations.
116

117 **Review Committee:**

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119 The post-tenure review is conducted by the Sabbatical Leave and Post-Tenure Review
120 Committee, which shall be selected as provided in Library Faculty and Professionals Assembly
121 Code of Governance.
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123 The following conditions will restrict a faculty member from serving on the review committee:

- 124 • Standing for post-tenure review
- 125 • A domestic or familial relationship to library faculty standing for post-tenure review
- 126 • Supervising library faculty standing for post-tenure review
- 127 • Being supervised by library faculty standing for post-tenure review

128 Restrictions on membership are defined in the *University of Kansas Libraries Code of*
129 *Governance* Article II, Section V, Sabbatical Leave and Post-Tenure Review Committee. A
130 committee member who believes that there may be a conflict of interest should withdraw from
131 the committee. If a faculty member who is undergoing review believes that there is a conflict

132 of interest, he or she may object to the inclusion of a member. If the member declines to
133 withdraw, the remaining committee members shall consider the basis for the alleged conflict
134 and decide the matter. If a committee member withdraws or is removed based on a conflict of
135 interest, the Library Faculty and Professionals Assembly Executive Committee will name a
136 replacement.

137

138 **Preparation of the File:**

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

143

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

150

151 **Evaluation and Report:**

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

162

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

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170 **Consideration by the Dean:**

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172 The committee's report (along with any faculty response) will be provided to the Dean. If the
173 Dean agrees with the report, he or she will indicate that agreement in writing to the faculty
174 member and place a copy in the file. If the Dean disagrees with the committee's evaluation, he
175 or she shall explain the reasons for any disagreement in writing, with a copy to the faculty

176 member and the committee. The Dean may ask the committee to provide additional
177 information or reconsider the review. If the Dean disagrees with a positive evaluation by the
178 committee, the faculty member may submit a written response. The Dean will forward a
179 summary of post-tenure review outcomes and copies of the files to the Provost.

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182 **Relation to Annual Evaluations:**

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

190

191 **Appeals:**

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

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199 **Historical Record of PTR Criteria and Procedures Changes**

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

203 **September 2015**—updated to reflect 2015-2016 dates.

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

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

Appendix A

KU LIBRARIES FACULTY MEMBER STATEMENT

Post-tenure Review 2016-2017

Save the completed statements in one pdf file for submission as: **Lastname, FirstName, Faculty Member Statement.pdf**

NAME: (Last Name, First Name MI)

1) Purpose. Post-tenure review is a process for periodic peer evaluation of faculty performance that provides an opportunity for long-term assessment of a faculty member's accomplishments and future directions in the areas of professional performance, scholarship, and service. It provides a formative and developmental review that facilitates and encourages professional vitality through collaborative discourse concerning the faculty member's role in the Libraries, the University, and the field. It promotes faculty development and achievement by recognizing and rewarding contributions and accomplishments, identifying the support needed to facilitate faculty success, and addressing performance that needs improvement. Typically, the period under review is comprised of the most recent seven years.

2) Statement of Professional Performance Philosophy and Goals (500 words regarding the most recent seven years)

- Provide a brief description of your philosophy, practices, and major interests in the exercise of the profession.
- What are your goals for professional development in professional performance?
- Describe past accomplishments and future objectives specific to these goals.
- If applicable, identify any perceived barriers to or necessary resources for the accomplishment of objectives in professional performance.

3) Statement of Program of Research/Scholarship/Creative or Artistic Performance (500 words regarding the most recent seven years)

- Provide a brief description of your program of research/scholarship/creative or artistic performance.
- What are your goals for professional development in research?
- Describe past accomplishments and future objectives specific to these goals.

- If applicable, identify any perceived barriers to or necessary resources for the accomplishment of scholarship objectives.

4) Statement of Service Performance (500 words regarding the most recent seven years)

- Provide a brief description of your professionally-related service performance.
- What are your goals for professional development in service?
- Describe past accomplishments and future objectives specific to these goals.
- If applicable, identify any perceived barriers to or necessary resources for the accomplishment of service objectives.

5) Statement of Additional Activities not covered by your CV (500 words regarding the most recent seven years)

6) Attach current curriculum vitae.

Faculty Member's Signature: _____ Date: _____

Overall research, scholarship, creative, or artistic record:

____ Exceeds Expectations ____ Meets Expectations ____ Fails to Meet Expectations

Overall service record:

____ Exceeds Expectations ____ Meets Expectations ____ Fails to Meet Expectations

4) Committee Chairperson (Print name): _____ **Date:** _____

Committee Chairperson's Signature: _____

5) I acknowledge receipt of this Post-tenure Review Committee Report. The faculty member may submit a written response to the Committee Report for inclusion in the post-tenure review file.

Faculty Member's Signature: _____ **Date:** _____

**KU LIBRARIES
DEAN EVALUATION SUMMARY**

Post-tenure Review 2016–2017

(Save the completed statements in one pdf file for submission as: **Lastname, FirstName, “name of unit”
Chair or director eval summary.pdf.**)

DEAN EVALUATION:

Overall professional performance record:

_____ Exceeds Expectations _____ Meets Expectations _____ Fails to Meet Expectations

Overall research, scholarship, creative, or artistic record:

_____ Exceeds Expectations _____ Meets Expectations _____ Fails to Meet Expectations

Overall service record:

_____ Exceeds Expectations _____ Meets Expectations _____ Fails to Meet Expectations

Dean's Signature: _____ Date: _____

NOTE: If the Dean disagrees with the committee's evaluation, he or she will explain the reasons for any disagreement in writing, with a copy provided to the faculty member and the review committee. A copy of this letter also becomes part of the review file kept in the Dean's Office.

I acknowledge receipt of this Post-tenure Review Dean Evaluation Summary.

Faculty Member's Signature: _____

Date: _____