LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs   MAPP 02.02.28

AREA: Faculty

Tenure and Promotion of Tenure-track and Tenured Library Faculty

I. **PURPOSE AND SCOPE**

   A. The purpose of this policy is to establish and describe the procedures for tenure and promotion for tenure-track and tenured library faculty at Lamar University (LU).

   B. This policy is intended to ensure the consistent application of standards and equity for all tenure-track and tenured library faculty members with respect to tenure and promotion.

   C. This policy shall comply with the policies and procedures set forth in Chapter V, Paragraph 4 of *D D   D   D   D* (hereafter,   *D*). In the event of a contradiction between this policy and the   *D* , the   *D*   shall supersede.

II. **TERMS AND CONDITIONS**

   A. Tenure. Tenure denotes a status of continued employment as a member of the LU library faculty, unless dismissed for good cause in accordance with the provisions stated in Chapter V, Subparagraph 4.5 of the   *D* . Tenure is not granted automatically or with length of service. It is granted to LU library faculty after a rigorous probationary period in which tenure-track faculty demonstrate sustained, high-quality performance in the three mission areas: librarianship, resear

the categories of Research & Scholarship and Service will be based on completing activities divided into Primary and Secondary measures.

1. Librarianship (according to specific assignments)
   a. Technical Services
      i. Acquisitions
         1. Establish and maintain procedures for effective and economical selection and acquisition of library resources.
         2. Demonstrate working knowledge of trends and technological advances pertaining to acquisitions and serials management.
         3. Manage acquisitions and serials modules within an Integrated Library System (ILS) and/or Library Services Platform (LSP).
         4. Demonstrate working knowledge of standard acquisition models and practices for all print and electronic formats.
         5. Monitor budgets and forecasting expenditures.
         6. Demonstrate working knowledge of industry standards related to monographs, serials, and electronic resources.
         7. Demonstrate working knowledge of the e-resources lifecycle and issues in acquiring, licensing, and managing access.
         8. Demonstrate working knowledge of the fundamentals of copyright, intellectual property rights, and compliance.
         9. Build and maintain relationships with vendors, sales representatives, and publishers.
         10. Collaborate with faculty and staff in administrative and academic departments.
         11. Demonstrate working knowledge of procurement processes, including requests for information, requests for proposals, informal bid processes, and contract negotiations.
         12. Demonstrate working knowledge of the options for organizing fund structures for materials budgets.
      ii. Cataloging
         1. Apply currently accepted cataloging rules, bibliographic and authority formats, and classification schedules.
         2. Use metadata standards and schema to describe and manage collections.
         3. Interpreting and applying LC Subject Headings
         4. Maintain bibliographic records.
      iii. Collection Development
         1. Cultivate and maintain appropriate discipline-specific collections.
         2. Demonstrate working knowledge of the collection, including the level and depth of collecting.
         3. Collect, report, and analyze statistical data.
         4. Demonstrate working knowledge of current issues and trends in collection development strategies and management.
   b. Systems
      i. Use, evaluation, and/or development of library automated systems.
      ii. Demonstrate working knowledge of existing system capabilities as well

      vi. Collaborate with relevant on-campus entities to integrate library resources into course management software as needed.

     vii. Design, implement and promote assessment activities.

    viii. Analyze and communicate assessment data.

      ix. Demonstrate working knowledge of assessment methods and tools.

e. Lamar University Archives and Special Collections

   i. Lamar University Archives

      1. Maintain Lamar University Archives, both print and digital formats, and demonstrate comprehensive knowledge of trends in the field.

      2. Provide reference assistance in Lamar University Archives as needed by providing access, interpreting and creating finding aids, giving instructions on the proper handling of materials, and providing knowledge of the records relevant to the individual resea che   need

      3. Maintain knowledge of current archival and records management trends and procedures, including digitizing technologies and familiarity with best practices in digitization, metadata, and archival storage.

      4. Establish and maintain civil, respectful, honest, and effective working relationships with university staff, faculty, students, and visiting researchers.

      5. Solicit and acquire appropriate materials for Lamar University Archives.

      6. Oversee the records management program.

      7. Publicize Lamar University Archives. Publicity efforts may include exhibits, social media, events, or brochures.

   ii. Special Collections

      1. Establish and maintain Special Collections, in both print and digital formats.

      2. Demonstrate comprehensive knowledge of trends in the field.

      3. Provide reference assistance using Special Collections as needed by providing access, interpreting and creating finding aids, giving instructions on the proper handling of materials, and providing knowledge of the records relevant to the individual researche needs.

      4. Demonstrate and maintain knowledge of current special collections trends and procedures, including digitizing technologies and familiarity with the best practices for digitization, metadata, and archival storage.

      5. Establish and maintain civil, respectful, honest, and effective working relationships with university staff, faculty, students, and visiting researchers.

      6. Solicit and acquire appropriate materials for Special Collections.

      7. Publicize Special Collections. Publicity efforts may include exhibits, social media, events, or brochures.

    f. Management Effectiveness
      i. Direct, guide, and evaluate unit employees.
      ii. Establish and achieve unit goals and objectives.
      iii. Communicate effectively.
      iv. Maintain a constructive working environment.
      v. Select competent, well-qualified unit employees.
      vi. Develop and monitor key performance indicators.
      vii. Demonstrate working knowledge of the role of emotional intelligence in the workplace.
      viii. Demonstrate working knowledge on operational planning methods and objective measures of assessment.

  2. Research & Scholarship
    a. All measures within each category are weighted equally. Any Primary or

  f. Sustained proficiency in service with demonstrated evidence of continuing efforts (e.g., applications to serve on committees), as well as the completion of 3 primary measures and 3 secondary measures from time of appointment to Associate Professor.

E. It shall be the responsibility of the library faculty applicant to meet or exceed the minimum requirements and expectations necessary to be eligible for promotion to each rank. Such eligibility shall not entitle the library faculty applicant to a promotion.

F. Library faculty members who believe they have met the minimum requirements and expectations to be eligible for promotion to the appropriate rank shall initiate a documented application for tenure and/or promotion consideration.

VI. **REVIEW AND UPDATE OF STANDARDS OF PERFORMANCE EVALUATION AND/OR PEER-REVIEWED**

candidate for promotion, the file shall be returned to the Provost with written justification for the favorable decision. The Provost shall forward the file and all statements to the President for consideration and subsequent recommendation to the Board of Regents. At no time shall a Department Chair on the University Faculty Promotion Review Committee consider an appeal from a faculty applicant from his/her/their respective department or shall a Dean on the University Faculty Promotion Review Committee consider an appeal from a faculty applicant from his/her/their respective college. The Department Chair and/or Dean shall recuse himself/herself/themselves from any deliberations by the University Faculty Promotion Review Committee.

IX.   **SECOND- AND FOURTH-YEAR REVIEW OF PROBATIONARY FACULTY**

A.   A faculty peer review shall be conducted in conjunction with the faculty evaluation procedure (F2.08 Annual Faculty Evaluation) a minimum of two times, typically during the second and fourth years of the probationary period for library faculty members with tenure-track appointments (see F2.12). The following timeline shall apply to the Second-Year and Fourth-Year reviews:

By February 1:   Dossier due to the chair of the Library Personnel Committee.
By March 1:   The Library Personnel Committee completes and submits review to Department Head.
By March 15:   Department Head completes and submits review to Library Dean.
By April 15:   Library Dean completes and returns review to Department Head.
By May1:   Meeting occurs between Department Head and faculty member to discuss Second-Year or Fourth-Year review.

B.

appointment for library faculty members hired at the rank of Associate Professor or Professor, library faculty members shall adhere to the full probationary period schedule for the granting of tenure unless prior service credit for tenure was negotiated.

C. Library faculty applicants for tenure and/or promotion who claim credit for prior service shall submit in their tenure and/or promotion dossier a copy of the appointment letter and/or initial contract detailing the commitment by LU to grant prior service credit.

D. Library faculty applicants for tenure and/or promotion who are granted prior service credit shall submit in their tenure and/or promotion dossier documentation for all work completed at other institutions during the period for which prior service credit is given.

XI. **MAXIMUM PROBATIONARY PERIOD FOR TENURE**

A. The maximum period of probationary library faculty service in tenure-track status in any academic rank or combination of academic ranks shall not exceed six (6) years of full-time academic service, unless the tenure clock has been tolled as provided in Section XII.

XII. **TOLLING THE TENURE CLOCK**

A. LU may permit a tenure-track library

XIII.   **EXTERNAL LETTERS OF EVALUATION FOR PROMOTION**

    A.   Letters of evaluation from three (3) independent external professional librarians shall be obtained for library faculty candidates seeking promotion to Professor. The policy and procedures for obtaining external letters of evaluation for library faculty shall align with those detailed in MAPP 02.02.31 (Promotion to Professor   External Reviewers).

XIV.   **EARLY APPLICATION FOR PROMOTION**

    A.   Library faculty applying early for promotion to the rank of Professor (i.e., prior to the beginning of the fall of the sixth year as an Associate Professor) must disclose that fact and include in the promotion application a written essay containing a justification based upon national/international stature in the discipline. Library faculty may not apply early for promotion to Associate Professor.

XV.   **REASONS FOR NON-RECOMMENDATION**

    A.   Library faculty members who are not recommended for promotion, or not promoted, shall not be entitled to a statement of reasons for the decision against the recommendation or the decision. All faculty members shall have the right to present a grievance.

XVI.   **ACADEMIC PROMOTION OF ADMINISTRATORS**

    A.   Library faculty in administrative positions must meet the same criteria for promotion as non-administrative faculty to be considered for promotion in academic rank.

XVII. **ANNUAL TENURE AND PROMOTION SCHEDULE**

    Date

XVIII. **REVIEW SCHEDULE AND RESPONSIBILITY**

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

XIX. **APPROVAL**

Dr. Brett Welch   11/14/2024
Interim Provost and Vice President for Academic Affairs   Date

Dr. Jaime Taylor   12/02/2024
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