





## University Libraries Promotion & Tenure Guidelines

This document describes the Promotion and Tenure review procedures and criteria of the University Libraries. Achieving Promotion and Tenure at The University of South Alabama is a step-by-step process that begins in the Department and ends with the Board of Trustees. Section 3.4 of the USFA Faculty Handbook outlines the rank structure for library faculty and the criteria for promotion to each rank. 7 of 10

documents are maintained on the Division of Academic Affairs website at:  
<http://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>

### EXTERNAL REVIEW

As outlined in the USA Faculty Handbook Sections 3.10.3 (Promotion Procedures) and 3.11.4.3 (Tenure Procedures) included below, an External Review of the Candidate's scholarship and professional contributions will be included in all tenure and/or promotion applications except that External Reviewers are not required for promotion to Senior Instructor Librarian. Obtaining the reviews will be the responsibility of the faculty supervisor or library Director to whom the candidate reports.

Obtaining the reviews will be the responsibility of the Department Chair in accordance with the following procedures:

The candidate, the Chair of the Departmental Tenure Committee, and tenured faculty of the department each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship. The Chair of the Departmental Tenure Committee will select name(s) from ~~each of~~ lists and will request that the Department Chair contact reviewers.

### Selection of Reviewers

This section clarifies the language in the USA Faculty Handbook External Reviewers as it pertains to library faculty ranks. Appropriate sources for External Review must be reviewers of the appropriate rank. External Reviewers should hold the rank of Associate Librarian / Associate Professor or Senior Librarian / Professor or the equivalent to review applicants for tenure and/or promotion to ~~Associate~~ ~~Librarian~~. External reviewers may be tenured or ~~tenured~~ within their institution, as long as they are at or above the rank for which the candidate is being considered.

External reviewers should hold the rank of Senior Librarian / Professor or the ~~equivalent~~ to review applicants for promotion to ~~Senior Librarian~~ External Reviewers should ~~not~~ be a former teacher or

4. Samples of published works or similar evidence of the quality of the Candidate's scholarship provided by the Candidate. Each External Reviewer should be provided with the same representative set of the Candidate's scholarly or creative materials.
5. A request that External Reviewers:
  - .

## PROCEDURES

### Candidate

The Candidate bears the primary responsibility for the presentation of material in support of tenure and/or promotion. University and University Libraries guidelines for the Promotion and Tenure Portfolio should be used to organize the Candidate's materials. For tenure, candidates may include materials produced throughout an academic career. For promotion, candidates should clearly distinguish materials produced before and after the last promotion.

A Candidate applying for consideration for both promotion and tenure should submit the same Watermark Faculty Success Promotion and Tenure Report and Portfolio for each application. Prior to submission, the Candidate receives email notification from Academic Affairs of Google Drive access.

The following documents are required from all candidates applying for tenure and/or promotion:

The Candidate is responsible for reviewing the report,





- b. Copies of publications, presentations, and similar materials that are linked in and accessible through the Digital Measures Te9-2.6 (ibU2i)6.3 n.1i the5/TT0 1 Tf 119ID matDresa





Promotion Review and Tenure Review Committees must prepare separate Promotion and Tenure reports, as appropriate. Written reports must include evaluation of the Candidate's work by the members of the Committees, in light of the stated criteria for each rank outlined within the USA Faculty Handbook, and must include a summary of the External Reviews. Reports should include a summary of the sense of the deliberations and the decisions of the Committees (including a tally of all votes as "yeas," "nays," and "abstentions") that specifically addresses job performance/instructional effectiveness; research, scholarship, and creative activity; and professional service, and in the case of tenure, collegiality. In the case of split decisions, the recommendations must clearly represent the majority and minority viewpoints. Every member of both the Departmental and University-wide Promotion Review and Tenure Review Committees, including the Committee Chairs, must sign the report(s).

## USA Faculty Handbook 3.4 Librarian Rank

### 3.4.1 Professional Librarians

Professional librarians at the University of South Alabama shall have faculty status equivalent in all respects, including eligibility for tenure, to that status enjoyed by those in the departments of instruction, but professional librarians shall not hold professorial rank per se. Although faculty status for professional librarians carries all the rights and privileges of the instructional faculty, three aspects of faculty status -16.6

Librarian only after a minimum probationary period specified in section 3.14.2, and are subject to the same requirements for promotion outlined in 3.14.3, and 3.14.4.

#### USA Faculty Handbook 3.4.3 Assistant Librarian

This rank includes all positions that invo

### USA Faculty Handbook 3.4.5 Senior Librarian

This rank includes the highest levels of professional responsibility. It has responsibility for staffing and assigning duties, for recommending establishment of or changes in policy; and for establishing procedures within the parameters of library regulations.

Minimum Qualifications: A Master's Degree in Library Science from an ~~Acc~~ Accredited program or an equivalent terminal degree; at least twelve years of professional library experience or ~~three of~~ USA experience at the Associate Librarian rank; demonstrated administrative and supervisory ability; and a subject specialization where appropriate, evidenced by a graduate degree in the subject field or the equivalent in training or experience. Promotion to this rank requires outstanding achievements in bibliographical activities, in research, or in other professional endeavors.

### USA Faculty Handbook 3.15 Non-Tenure Track Positions (This section updated July 24, 2023)

Designation of an approved non-tenure track faculty position requires written justification by the Dean and must be approved by the Executive Vice President and Provost

Promotion in rank for Non-Tenure Track library faculty follows the

USA Faculty Handbook Section 3.15 Non-Tenure Track Professorial Level Position Promotion.





Chair, University Libraries Promotion Review & Tenure Review Committee

1.

8. Forwards hard copies of the original signed Promotion & Tenure Departmental Review Notification form, External Review letters (including: envelope if mailed, or a printed copy of the accompanying email from the External Reviewer, if the review is received electronically), and original, signed, Promotion Review and Tenure Review Committee(s) report(s) to the office of the Executive Director of University Libraries.

#### Executive Director of University Libraries

1. Meets with Candidates and their faculty supervisor/library Director to review the process and the University Libraries Promotion & Tenure Guidelines.
2. Provides the Candidate with a notification letter that specifies whether the Candidate is eligible for tenure or promotion or both. If the Candidate is eligible for consideration for promotion, the appropriate rank should be specified.
3. Uploads via Google Docs the signed Departmental Review Notification Form, and a .pdf of any supplemental materials and the accompanying email from candidate (if applicable) to the Google drive prior to the review by the University Libraries Promotion Review and Tenure Review Committee(s).
4. Reviews the Candidate's portfolio, the Departmental Review Committee(s) report(s), the report prepared by the faculty supervisor/library Director, any supplemental materials provided by the Candidate by the specified date, recommendation(s) of the University Libraries Promotion Review and Tenure Review Committee(s), the faculty supervisor/library Director, and External Review letters.
5. Prepares and uploads the Executive Di (ep)12.9 (o)122.7 (o)2 (r)-1.9 (,)126r orr,8218 T (i)-15.5.8nEt 68