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This Ballot Initiative is based on the recommendations from the IULFC Promotion & Tenure Review Committee Report, dated October 6, 2003 and related documents. The full report with appendices can be found at <http://www.indiana.edu/~iulfc/>.

The P&T Review Committee was appointed by Suzanne Thorin, Ruth Lilly University Dean of University Libraries. The Committee's report was accepted by the Dean, and referred to IULFC for further action.

Members of IULFC have translated the Committee's recommendations into ballot questions. This ballot is brought to eligible members of the Indiana University Library Faculty for an up or down vote on each ballot question. A Ballot Question will pass with a simple majority of votes received.

The P&T Review Committee Report is the culmination of over a year of work by librarian colleagues from each campus of IU. Proposed changes to the Promotion & Tenure documents and processes for Indiana University Library Faculty are serious questions that merit our serious consideration. For purposes of voting, members of the IULFC call to your attention two sections of the Report:

1. "Specific Recommendations" section of the Report, pages 7 through 12
2. Appendix X, "Promotion and Tenure Criteria for Librarians"

**All ballot questions require a YES or NO vote**

The Recommendations and corresponding Ballot Questions follow. Please note that passages in italics are quotes from the Promotion and Tenure Review Committee's report.

Please note that any ballot initiatives that are passed will be implemented with the 2005 promotion and tenure cycle.

**Please mark your ballot clearly. Please place your ballot in the enclosed Campus Mail envelope, with your name and signature on the envelope. Please return your ballot to Marion Frank-Wilson by June 23, 2004.**

Votes will be tabulated by Marion Frank-Wilson, current Secretary of IULFC, and by Polly Boruff-Jones, incoming Secretary of IULFC. Results will be reported on the IULFC web page by September 2004.

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Recommendation #1. Promotion and Tenure Criteria

**1. Promotion and Tenure Criteria**

*The criteria for both promotion and tenure have been revised and written as a single set of guidelines rather than as two separate statements (see current Library Faculty Handbook). This document also incorporates principles for promotion and tenure of librarians from the Indiana University Academic Handbook, 2001, and recommendations regarding the balanced case. The Committee was especially aware of the need for expanded guidance of what constitutes excellence in a librarian's performance, professional development, research, and/or creativity, and service. This need has been met through the addition of sections entitled "indicators of quality" and "criteria for assessment" which follow each area to be evaluated.*

*The subcommittee also tried to emphasize the importance of the individual campus mission, both in constructing a case for promotion and/or tenure and in evaluating a case.*

*We recommend that the revised document, "Promotion and Tenure Criteria for Librarians" be adopted by the library faculty (see Appendix X).*

<b>Ballot Question #1: Promotion and Tenure Criteria.</b>	<b>Yes</b>	<b>No</b>
Shall IU Librarians adopt the revisions to Promotion and Tenure Criteria as described verbatim above?	<b>80</b>	4

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Recommendation #2. Standards for Documentation.

## 2. Standards for Documentation

*The recommended changes in the "Promotion and Tenure Criteria" required a review and revision of two existing documents, Instructions for Dossier Preparation and Recommendations on Preparing Your Dossier. The subcommittee decided that these two documents should be incorporated into one document and revised to comply with the new criteria. This document is entitled Instructions/Guidelines for Promotion and Tenure Dossiers. In addition, the Promotion and Tenure Checklist Form required minor revisions to comply with this new document. Both documents are found in Appendix XI.*

*We recommend that the Instructions for Promotion and Tenure Dossiers and the Promotion and Tenure Checklist Form be approved by the library faculty.*

*We recommend that the documents referred to in the Instructions/Guidelines be linked to as a Word and/or PDF files in the web copy.*

*We recommend that a review of the Librarian's Annual Review Form: Preparation Guidelines be conducted by the IULFC.*

<b>Ballot Question #2: Standards for Documentation.</b>	<b>Yes</b>	<b>No</b>
Shall IU Librarians adopt the Standards for Documentation as described above?	<b>80</b>	4

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Recommendation #3. Mentor Program.

## 3. Mentor Program

*We recommend that the IULFC create a committee whose responsibility will be to manage a system-wide, voluntary, Mentor Program. This committee should include representatives from a variety of IUL libraries and should include past members of the IULFC Promotion and Tenure Committee. The Committee should establish a program that insures that new librarians are given the opportunity to have a mentor, and that those who want to mentor others may do so. The Committee should annually contact participants to monitor the success of the program.*

*In addition to contacting new librarians, we urge the Committee to create a web site that will allow mentors and those in need of a mentor to register for the program at any time. Registration should include the ability to request a mentor based on a particular preference (i.e., type of library work, campus location, etc.) We also recommend that the*

*Committee continue regularly to present programs at Librarians' Day to inform librarians about the program, as well as to educate prospective mentors about the mentoring relationship.*

*If the preceding recommendations are accepted, the following documents will need to be revised appropriately.*

- (1) The "Goal", "Role of Mentor", and "Responsibility of the Librarian" descriptions found in the "Indiana University Libraries Mentor Program" sections of the Library Faculty Handbook would remain the same.*
- (2) The "Implementation" section would change to describe the new procedures for requesting a mentor. The IULFC will need to document the details of the Committee's responsibilities and composition in the "IULFC Operational Guidelines".*

<b>Ballot Question #3: Mentor Program.</b>	<b>Yes</b>	<b>No</b>
Shall IULFC create a Committee to manage and operate the Mentor Program as described above?	<b>71</b>	13

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Recommendation #4. Mid-Tenure Review.

#### **4. Mid-Tenure Review**

*We recommend that the current Mid-Tenure Review process be revised so that it more closely mimics the full promotion and tenure process. We also recommend that librarians who choose to be reviewed be required to submit a brief written statement documenting their professional experience to the date of the mid-tenure review (similar to the Summary Statement in the promotion and tenure dossier). Additionally, a similar statement from the librarian's supervisor shall be required. If a campus requires annual reviews be included in the promotion and tenure dossier, they also should be included in the Mid-Tenure Review process. Those working on campuses that do not require annual reviews, may choose to exclude annual reviews.*

*This process also will require that the IULFC Promotion and Tenure Committee provide a similar level of feedback to librarians going through the Mid-Tenure Review, as they do with candidates going through the full promotion and tenure process. Due to the increased work this process may require, the Promotion and Tenure Committee may want to consider reviewing mid-tenure dossiers at a time other than during the traditional promotion and tenure week.*

If the preceding recommendations are accepted, the following documents will need to be revised appropriately:

- (1) *Mid-Tenure Review for Librarians*  
(<http://www.indiana.edu/~libpers/MIDTENRV.pdf>);
- (2) *Mid-Tenure Review Form* (<http://www.indiana.edu/~libpers/midtenfm.doc>);  
and the
- (3) *Mid-Tenure Review Checklist form*  
(<http://www.indiana.edu/~libpers/reviewlist.doc>).

<b>Ballot Question #4: Mid-Tenure Review.</b>	<b>Yes</b>	<b>No</b>
Shall IU Librarians revise the Mid-Tenure Review as described above?	<b>71</b>	13

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Recommendation #5. Role of the Ruth Lilly University Dean of University Libraries

### **5. Role of the Ruth Lilly University Dean of University Libraries**

*The Dean has two distinct roles, one as system-wide Ruth Lilly University Dean of University Libraries, the other as head of the libraries in Bloomington. Thus, the Dean provides overall leadership, direction, communication, coordination, and assessment of the library system as a whole as well as for the individual units of the Bloomington Libraries. The Dean's role for the system as well as for Bloomington is to seek excellence for the Indiana University Libraries and to make certain that the librarians and staff work together to ensure Indiana University's pre-eminence in higher education. Another role for the Dean is to communicate the importance of faculty status for librarians to those both inside and outside the IU Libraries.*

*The Dean, with approval from the Vice Chancellor, and the Dean of Faculties, appoints librarians from all campuses to the IULFC Promotion and Tenure Committee. We recommend that a roster of Promotion and Tenure Committee members, including the years they served, be maintained by the IU Libraries Human Resources Office. It is highly desirable that the composition of the Promotion and Tenure Committee reflects the diversity of the IU Library Faculty, and care should be taken to ensure that the same members do not serve repeatedly. The Dean should take into consideration previous years of service on the committee as new appointments are made.*

*On the Bloomington campus, the Dean should be thoroughly involved in the promotion and tenure process of a new librarian from the first day of employment, communicating library goals, articulating expectations, and providing encouragement, support, and guidance. On a system-wide level, the Dean should reinforce the active involvement of the other library deans, directors, and supervisors because they play a very important role in guiding, mentoring, and educating untenured librarians. The Dean is in charge of the integrity and effectiveness of the promotion and tenure process. We recommend that*

*the Dean speak to each IULFC Promotion and Tenure Committee about the importance of their role and about the procedures to be followed.*

<b>Ballot Question #5: Role of the Ruth Lilly University Dean of University Libraries</b>	<b>Yes</b>	<b>No</b>
Shall IU Librarians endorse this reaffirmation of the Role of the Ruth Lilly University Dean of University Libraries as described?	<b>75</b>	4

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Recommendation #6. Role of the Libraries Human Resources Officer [Libraries HR Officer is former title; position title may change to Personnel Librarian.]

### **6. Role of the Libraries Human Resources Office**

*As documented in the IULFC "Operational Guidelines" and the IULFC Promotion and Tenure Committee "Organization and Procedures", the Libraries Human Resources Office/Officer [current title is Assistant Dean for Libraries Human Resources] serves "as administrative support" in the promotion and tenure process, keeping IUL librarians up to date with relevant deadlines and forms. We recommend that this role of the Assistant Dean for Libraries Human Resources be maintained as currently stated in the IULFC documentation and that this position serve in a supporting role during IULFC Promotion and Tenure Committee meetings.*

<b>Ballot Question #6: Role of the Libraries Human Resources Officer</b>	<b>Yes</b>	<b>No</b>
Shall IULFC endorse this reaffirmation of Role of the Libraries Human Resources Officer as described? (Note: The position title may change to Personnel Librarian.)	<b>81</b>	1

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Recommendation # 7. Role of the IULFC Promotion and Tenure Committee

### **7. Role of the IULFC Promotion and Tenure Committee**

*We strongly recommend that the IULFC Promotion and Tenure Committee be limited to tenured librarians. Having untenured librarians on the Promotion and Tenure Committee runs counter to the faculty model. Furthermore, untenured librarians may lack the necessary experience to make informed judgments.*

*If this recommendation is not accepted and untenured librarians remain on the IULFC Promotion and Tenure Committee, we recommend that untenured librarians not be appointed to chair this committee.*

*We recommend that the Committee continue to offer and actively promote attendance at workshops for supervisors and candidates. We also recommend that the Committee carefully read the previous year's annual reports and check the status of action items from each of those reports. In regard to the latter, the Committee should work closely with the IULFC Faculty Standards Committee. The Promotion and Tenure Committee should look at the templates (letters) to determine if they need to be revised to describe more accurately the candidate's ability to meet the criteria. The Committee needs to be aware that a local promotion and tenure committee composed largely of non-librarians will read their recommendations on most campuses and will be looking for guidance from them.*

*We recommend that past Committee members should be asked to advise individuals on tenure and promotion matters. Although we recognize the commitment of time that this requires of outgoing members, past members of the Committee are well placed to offer advice gleaned from their recent service without appearing to violate the Committee's impartiality, as might be the case if current committee members offer advice.*

**NOTE: Please vote on both ballot questions 7A and 7B**

<b>Ballot Question #7A &amp; B: Role of the IULFC Promotion and Tenure Committee.</b>	<b>Yes</b>	<b>No</b>
<b>A:</b> Shall only tenured librarians serve on the IULFC Promotion and Tenure Committee?	<b>65</b>	18
<b>B:</b> If non-tenured librarians serve on the IULFC Promotion and Tenure Committee, shall they be eligible to serve as Chair of that committee?	8	<b>74</b>

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Recommendation #8. Role of IULFC (Indiana University Library Faculty Council)

**8. Role of IULFC (Indiana University Library Faculty Council)**

*We have discovered repeated instances where recommendations made in the Promotion and Tenure Committee's annual report were not addressed by the IULFC in subsequent years. We strongly recommend that the out-going and in-coming Secretaries of the IULFC meet each year prior to the first convening of the IULFC to ensure that issues raised the previous year are addressed in the current year by the appropriate IULFC committee.*

*Furthermore, we recommend that, prior to the Promotion and Tenure Committee's first meeting, the IULFC Secretary provide the Chair of the Committee with a report detailing issues raised during the previous year and actions that have been taken to address them. The language in all documents must be kept up to date, so changes in wording need to move quickly through the appropriate approval mechanisms.*

<b>Ballot Question #8: Role of IULFC (Indiana University Library Faculty Council).</b>	<b>Yes</b>	<b>No</b>
<b>#8: Shall IULFC adopt these recommendations?</b>	<b>83</b>	0

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Recommendation #9. Promotion to Full Librarian

**9. Promotion to Full Librarian**

*The recommendations for promotion to full librarian rank have been incorporated into the first section on "promotion and tenure criteria" (see "3. Promotion from Associate Librarian to Librarian" in Appendix X). The Committee expanded the original guidelines with the following statement:*

*"The librarian's performance and contributions to the secondary area must be carefully documented so that the quality is unquestionable and extraordinary in relation to peers."*

<b>Ballot Question #9A: Promotion to Full Librarian.</b>	<b>Yes</b>	<b>No</b>
<b>A: Shall the guidelines include the statement above?</b>	<b>55</b>	26

*In addition, the Committee recommends that a list of at least four references should be provided by the candidate. These persons should be acknowledged experts who know the candidate and his/her work well enough to write an evaluative statement and should have agreed to serve as references. At least three of the referees should not be currently affiliated with Indiana University. Referees would not normally be current or former co-workers or supervisor(s) of the candidate.*

Note from IULFC: Presently, P&T documents state that a candidate for Promotion to Full Librarian shall "provide a list of references".

**NOTE: Please vote for both ballot questions 9B and 9C**

<b>Ballot Question #9B &amp; C: Promotion to Full Librarian.</b>	<b>Yes</b>	<b>No</b>
<b>B: Shall a candidate for Promotion to Full Librarian <u>provide at least four references?</u></b>	<b>76</b>	8
<b>C: Shall IULFC require that at least three references of a candidate for Promotion to Full Librarian are not currently affiliated with Indiana University?</b>	<b>46</b>	34

*We recommend that a stronger mentoring role is needed to encourage librarians to pursue full rank. This role should be provided by supervisors, directors, deans, and other full-rank librarians. The Committee focused on areas to which we could contribute most directly; however, it was acknowledged that the responsibility for local budgets that might provide release time for staffing coverage during research and/or sabbatical leaves varies by campus.*

<b>Ballot Question #9D: Promotion to Full Librarian.</b>	<b>Yes</b>	<b>No</b>
<b>D: Shall the IULFC accept this recommendation?</b>	<b>71</b>	<b>9</b>

**END OF BALLOT.**

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Please return your ballot to Marion Frank-Wilson.  
 Please be sure to sign the envelope for verification.  
 Please remember that your ballot must be received no later than June 23, 2004.

A Ballot Question will pass with a simple majority of votes received.  
 The IULFC will issue the voting results to the membership by September 1, 2004.