

IULFC Promotion & Tenure Committee

2004-2005 Annual Report

2004/2005 IULFC Promotion and Tenure Committee

Bloomington

Andrea Morrison (2003-2005), Chair

Lou Malcomb (2003-2005), Secretary

Moira Smith (2003-2005)

Jackie Byrd (2004-2006)

IUPUI

Steven Schmidt (2003-2005)

Karen Janke (2004-2005)

Rick Ralston (2004-2006)

Regional Campuses

Melanie Hughes, IUS (2003-2005)

Scott Opasik (2004-2006)

Libraries Human Resources (LHR) Officer (ex officio)

Virginia Sojdehei

Purpose: *To review each dossier submitted in the promotion and tenure processes, and to make recommendations to the Dean of University Libraries.*

2004-05 Charge:

Revise mid-tenure review letter in consultation with Faculty Standards Committee.

The Committee had an organizational meeting on Sept. 2, 2004 and then met to consider dossiers for promotion and tenure and for mid-tenure review during P & T Week (Sept. 27-30, 2004) in Bloomington. The Committee requested additional information concerning a case and reconvened on Oct. 8 to finalize discussion. Mid-tenure letters were mailed by Oct. 7, 2005. The Committee's promotion/tenure recommendation letters were sent to recipients, and the dossiers were updated and sent to the Dean by Oct. 13, 2004. Template letters in the P&T Committee Manual were all revised and improved, including the ones for mid-tenure review, although the changes still need to be incorporated into the Manual. Per Diem travel expenses for P&T Committee members traveling to IUB were clarified. Future reimbursement will be for travel and lodging, but not per diem according to LHR. Committee members will need to save and submit receipts for travel reimbursement and LHR will make sure that this is made clear to future committee members.

The Committee identified and addressed a new need during the year – to permit librarians to have access to circulating sample dossiers — by creating the forms, letters and lists needed for Libraries Human Resources to implement this procedure.

The Committee met later on Feb. 7, 2005 to discuss planning for the spring workshops, a program for Librarians day, and revision of the P&T Committee Manual and P&T Intranet site

documentation. Two Promotion and Tenure workshops were held, one in Bloomington, and one at IUPUI with a videoconference link to IUSB. Librarians, supervisors and mentors were all invited to attend.

The Committee also presented one program at Librarians' Day and reported during the business meeting. The Committee posted material to the Intranet throughout the year, updating some of the resources that were already available. Committee members reviewed faculty documentation on the Intranet in cooperation with Libraries Human Resources and other library faculty and helped organize faculty forms, policies, and procedures. Chair, Andrea Morrison, served as consultant and resource person concerning library faculty promotion and tenure issues and documentation issues for the Personnel Librarian.

Number and Distribution of Cases considered

The committee considered the following cases:

- 3 cases for promotion to Associate Librarian and tenure
- 1 case for tenure
- 1 case for promotion to Associate Librarian
- 1 case for promotion to Librarian
- 8 cases for mid-tenure review

Promotion and Tenure Workshops

The Committee presented a workshop in Bloomington on May 3, 2005, and presented its first videoconference workshop at University Library, IUPUI on May 16, 2005. With the prior approval of IULFC, it was linked to IUSB, where a Committee member, Scott Opasik facilitated. These workshops followed the pattern of presentations with 10am-12, informal groups for networking at lunch and break-out discussions led by Committee members 1-2pm. Presentations covered criteria for promotion and tenure, dossier preparation, vita, role of the supervisor, mid-tenure review and the role of the Committee. Before planning the location of the workshops, the videoconference, and the topic of the break-out discussions, library faculty was consulted via e-mail concerning their preferences. The agendas and five PowerPoint presentations from the workshops are available on the P&T Intranet site. This is a popular workshop format and the Committee recommends it to future Committees.

Librarians' Day Program

The committee held one program at Librarians' Day on April 23, 2005, at IUSE, New Albany entitled "What's New in Promotion & Tenure?" Members of the IULFC Faculty Standards Committee were invited to speak about changes in forms, policies and procedures for librarian promotion and tenure. IULFC P&T Committee members, including Jackie Byrd, Andrea Morrison and Moira Smith, led a discussion about how to access useful documents, resources and librarian dossiers. An updated P&T handout entitled "Professional Development Resources for Librarians 2005" was prepared by Moira Smith and also posted on the Intranet.

Circulating Sample Dossiers

Chair, Andrea Morrison led the effort to complete the project to permit librarians to have access to circulating sample dossiers. Prior to this year, dossiers were only available to consult at the Libraries Human Resources Office in Bloomington, and access to this information was difficult for librarians on other campuses. The procedure developed allows two dossiers to circulate for a month each and the borrowing librarian signs a form agreeing to keep the materials confidential and not to photocopy them. The Committee selected many additional dossiers for samples and created a permission form. All librarians were contacted and LHR has written permission on file to circulate their dossiers. LHR prepared all sample dossiers, which are a photocopy, by removing confidential materials. These documents are now available on the Library Faculty Intranet site under procedures and librarians may request to borrow dossiers at any time. LHR has a letter to request permission from other librarians in the future to allow their dossiers to be circulating according to these procedures.

- *Librarian Request Form to Borrow Sample Promotion and Tenure Dossier(s)* Approved by the IULFC Promotion & Tenure Committee July 8, 2005
- *List of Circulating and Non-circulating Library Faculty Dossiers* (July 2005)

Meeting candidates for library positions

Members of the Promotion & Tenure Committee from the Bloomington campus (Jackie Byrd, Lou Malcomb, Andrea Morrison and Moira Smith) met with approximately 27 candidates for Bloomington librarian positions during their interview schedule throughout 2004-2005 to explain the P&T process for Indiana University Libraries, Bloomington.

Issues for Follow-up

Membership of Committee: Because the library faculty voted to make all committee members tenured, Karen Janke's term of office is for one year 2004-2005, and a new appointment will be made for her position.

Documentation: The Committee needs to continually monitor documentation on the Intranet for accuracy and currency, especially when the faculty vote on changes or documentation affecting librarians is revised.

Committee Manual: The Committee should update, revise and clarify its manual as necessary.

Sample Dossiers: The Committee considered a suggestion for placing selected sample dossiers on the Intranet and recommends that next year's Committee discuss this further.

Report prepared by Andrea Morrison, Chair
IULFC Promotion and Tenure Committee 2004-2005