



LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs  
AREA: Faculty

MAPP 02.02.28

Tenure and Promotion of Tenure-track and Tenured Library Faculty

I. **PUR**



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





- 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 Secondary measure can be repeated, (i.e. publishing multiple peer-reviewed journal articles).
  - b. Completion of a Primary Measure may substitute for two Secondary Measures.
  - c. Primary Measures
    - i. Publishing monograph or book
    - ii. Editing monograph or book
    - iii. Publishing article in peer reviewed or refereed journals / serials
    - iv. Serving as editor or member of editorial board of peer reviewed or refereed journals
    - v. Publishing chapter in book or monograph
    - vi. Presenting at international, national, regional, or state conference reviewed or

- national committees).
  - b. Completion of a Primary Measure may substitute for two Secondary Measures.
  - c. Primary Measures
    - i. Holding officer positions in international, national, regional, or state professional associations
    - ii. Holding officer positions for international, national, regional, state, university, or library committees / task forces
    - iii. Serving on international or national committees / task forces
    - iv. Serving in leadership position or significant contribution that benefits the library and/or university via a local organization
    - v. Consulting, either pro bono or with remuneration, for international, national, regional, or state organizations
  - d. Secondary Measures
    - i. Serving on state, national, university, or library committee / task forces
    - ii. Supporting student organizations (e.g., formal advisor for group, mentoring student research, attending meetings and events)
    - iii. Assisting with administrative tasks which fall outside the scope of typical job duties
    - iv. Serving on local or community organizations
    - v. Consulting, either pro bono or with remuneration, for local or community organizations
    - vi. Membership in international, national, regional, or state professional associations
    - vii. Service recognition via honors, awards, commendations, or inductions into societies
    - viii. Service to the community
- C. The Library understands that library faculty members' performance will vary based on their departmental assignments, individual research and service interests and opportunities, and other factors. No library faculty member will be expected to complete all activities listed; however, library faculty members are expected to show continuous evidence of effort towards and completion of a reasonable number of activities.
- D. The Library understands that library faculty members' activities may be applicable to multiple categories of performance listed above. In such cases, library faculty members may explain why an activity should be assessed in multiple categories rather than only one. Library faculty members may also explain why the depth of a secondary activity may qualify as a primary activity. The party responsible for reviewing the activities will make a final determination based on evidence presented.
- E. Claims of accomplishment, excellence, or distinction in any category of performance must be clearly referenced and documented. Publications and presentations must be through credible, reputable sources; predatory journals and vanity presses are not accepted. False claims shall result in disciplinary actions up to and including termination.

**V. STANDARDS OF PERFORMANCE**

- A. Standards of performance for an award of tenure and/or promotion shall align with the general expectations and performance standards for tenure and promotion established by the tenured/tenure-track library faculty for each of the three areas listed in Section IV. Additionally, library faculty applicants shall demonstrate the likelihood of continuing a sustained pattern of achievement and high-quality effectiveness in librarianship, research & scholarship, and service.
- B. Library requirements relating to categories and standards of performance for tenure and promotion must be approved and on file with the Office of the Provost.
- C. Library tenure and promotion guidelines shall be posted and made publicly available on the Academic Affairs website.
- D. Minimum requirements and expectations necessary to be eligible for promotion to each rank are as follow:
  1. ASSOCIATE PROFESSOR. For promotion to the rank of Associate Professor, the minimum requirements include:
    - a. a terminal degree from an American Library Association-accredited institution (or an appropriate graduate degree as defined by the position); note that a master's degree is considered a terminal degree in library and information science;
    - b. six years of service as a full-time Assistant Professor, including at least three years as a full-time Assistant Professor at LU;
    - c. sustained, high-level proficiency in librarianship;
    - d. sustained proficiency in research & scholarship with demonstrated evidence of continuing efforts (e.g., submissions to publications,), as well as the completion of 4 primary measures and 4 secondary measures;
    - e. Sustained proficiency in service with demonstrated evidence of continuing efforts (e.g., applications to serve on committees), as well as the completion of 2 primary measures and 2 secondary measures.
  2. PROFESSOR. For promotion to the rank of Professor, the minimum requirements include:
    - a. a terminal degree from an American Library Association-accredited institution (or an appropriate graduate degree as defined by the position); note that a master's degree is considered a terminal degree in library and information science;
    - b. six years of service as a full-time Associate Professor, including at least three years as a full-time Associate Professor at LU;
    - c. superior effectiveness as a librarian;
    - d. sustained, high-level proficiency in librarianship;
    - e. sustained proficiency in research & scholarship with demonstrated evidence of continuing efforts (e.g., submissions to publications,), as well as the completion of 6 primary measures and 6 secondary measures from time of appointment to Associate Professor;



- 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.





3. Signed F2.12 forms. If the action is tenure and promotion to Associate Professor or tenure alone for library faculty at the rank of Associate Professor or Professor, then copies of all signed F2.12 forms must be included.
4. Evidence of effectiveness and documented accomplishments in the three categories of performance: librarianship, research & scholarship, and service. Evidence of effectiveness and documented accomplishments in librarianship, research & scholarship, and service may be demonstrated through the variety of activities listed in Section IV, Subsections A.1., A.2., and A.3. The library



IX. **SECOND-**

- 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 faculty member to stop the tenure clock for up to two (2) academic years of countable service toward tenure in the probationary period in order to accommodate one or more of the following exigencies and/or hardships: a) childbirth or adoption; b) dependent care (including children, parents, spouses, or other dependents); c) the library faculty member's own illness or other personal emergency; and/or d) the inability of the institution to provide agreed upon facilities for the library faculty member's research.
- B. A request to stop the tenure clock shall be submitted prior to the occurrence of the event(s) stated above or, if circumstances dictate, immediately afterwards. Any request submitted after LU provides written notice of commencement of the promotion and/or tenure review process (i.e., distribution and/or posting on the Academic Affairs website of the annual "Faculty Tenure and Promotion Schedule") will not be honored.
- C. A library faculty member petitioning to stop the tenure clock shall make a written request to the Dean clearly explaining the basis for the proposed suspension and provide appropriate documentation to demonstrate sufficiently why the request should be granted. Included in the written request also shall be the estimated duration to accommodate the exigency and/or hardship. The library faculty member is not required to apply for leave in order to qualify for stopping the tenure clock.
- D. Upon receipt of the library faculty member's request, the Dean shall provide a recommendation for stopping the tenure clock to the Provost within ten (10) working days.
- E. The decision regarding the faculty member's request for stopping the tenure clock shall be made by the Provost. Within ten (10) working days from receipt of the Dean's recommendation, the Provost shall notify the library faculty member and the Dean of the decision.

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).





