

POST-TENURE REVIEW PROCEDURE
LIBRARY FACULTY INTERPRETATIONS

The post-tenure review process will follow the guidelines set forth in University Regulations 60.12; the Board of Governors Resolution of December 10, 1993; and memos from Vice President Seneca dated August 5, 1994, and November 1, 1994. Dr. Seneca's memo dated November 1, 1994 will be supplemented by the following library faculty interpretations. These interpretations are keyed to the section numbers in that memo, and the interpretative language is in square brackets and bold print.

1. By September 1 **[the Vice President for Information Services and University Librarian]** shall determine the list of tenured faculty members in the unit whose work has not been evaluated for promotion during the past five years and who are therefore eligible during the coming academic year for post-tenure review under University Regulations 60.12.
2. By September 15 **[the Vice President for Information Services and University Librarian shall]** forward to the appropriate **[unit director]** a list of the faculty members in his or her **[unit]** who are eligible for review.
3. Faculty members who are on leave during a year in which they are identified as being eligible for a post-tenure review shall have the review deferred until their return from leave, or, at the discretion of the **[unit director]**, upon request of the faculty member, may have the post-tenure review in the year prior to the leave. In the case of faculty members who are to be considered for promotion during the same year in which they are identified as being eligible for post-tenure review, the promotion evaluation shall take precedence and the post-tenure review will not be necessary for another five years.
4. Each faculty member eligible for post-tenure review shall be notified by October 1 that the review is to take place. At that time he or she shall be provided with a copy of the current post-tenure review procedure and the date of the review. The date of the review shall not be sooner than 45 days following this notice. At the time of the notice, each tenured faculty member scheduled for review shall be directed to review **[the Libraries' long range plan, updates to that plan, the mission and goals statement of the unit, and the campus long-range plans, as well as any other appropriate planning documents.]**
5. The post-tenure reviews shall take place in a meeting between **[the faculty member and the unit director and a committee of at least two tenured members of the unit, with the size and makeup of the committee to be determined by the tenured members of the unit. In instances where there is an insufficient number of tenured members at the unit to act in a particular review, the unit director and the tenured members may agree to have tenured members of other library faculty units seconded to the unit faculty for this purpose.]**

6. The faculty members scheduled for review shall provide the [**unit director and the faculty committee**] with a current CV, an outline of a five-year plan setting forth the faculty member's goals for [**librarianship, scholarship, and service**] and any other information (e.g. description of work in progress, activities scheduled for the year) that the faculty member would like to bring to the [**unit director and the faculty committee's**] attention.

7. The faculty member and the [**unit director and the faculty committee**] shall review the faculty member's current and planned [**librarianship, scholarship and service**] interests and accomplishments, and examine their relationship to current [**unit**] needs. When the interests and academic activities of the faculty member correspond with needs of the [**unit**], no changes are called for. When a gap between [**unit**] need and individual faculty member interests is identified, [**the unit director, the faculty committee**], and the faculty member shall explore possible changes, so that the faculty member's strengths and interests can better serve the needs of the [**unit and the libraries. The review may not be used to abrogate in any way the academic freedom of the faculty member.**]

8. The [**unit director, in consultation with the faculty committee,**] shall prepare a memorandum summarizing the review. The [**unit director**] shall provide the faculty member with a copy of the summary memorandum, and after 20 days, forward the summary memorandum to the [**Vice President for Information Services and University Librarian**], along with the faculty member's response, if any has been received, both of which will be placed in the faculty member's official personnel file.

9. At the end of each academic year, the [unit director] shall provide the [**Vice President for Information Services and University Librarian**] with a summary of the post-tenure reviews conducted within the [**unit**], and [**the Vice President for Information Services and University Librarian**] shall similarly provide the [**University Vice President for Academic Affairs**] with a [**libraries-wide**] summary.

10. With respect to the issue of recourse for individual faculty members who believe they have been done a disservice through post-tenure review, Article IX, Category 2 of the Agreement between the University and the AAUP shall serve as the grievance vehicle.

Amended version unanimously passed at the Rutgers University Libraries Faculty Meeting,
January 27, 1995