

POST-TENURE REVIEW PROCEDURE

LIBRARY FACULTY INTERPRETATION

The post-tenure review process will follow the guidelines set for in university Policy 60.5.6 revised 12/10/99; 7/1/10 and 7/1/13.

POST-TENURE REVIEWS

1. It is the duty of the Vice President for Information Services and University Librarian to solicit from each unit director a report indicating that a thorough review of each tenured faculty member has been undertaken at intervals of five years for each such faculty member, that its results have been communicated verbally and in writing to the faculty member concerned, and that a copy has been placed in his or her official personnel file after review by the Vice President for Information Services and University Librarian. The implementation of this review shall be in accord with Paragraphs 2 – 10 below.
2. By September 1, the Vice President for Information Services and University Librarian shall determine the list of tenured faculty members in each 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 pursuant to Section 1 above.
3. By September 15, 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. No later than October 1 of each year, each tenured faculty member shall be directed to review the statement of librarianship, scholarship and service needs of the unit as set forth in the unit's self-study, external unit review, or other appropriate document.
4. 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.
5. 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.

6. The post-tenure reviews shall take place in a meeting between the faculty member and the unit director or, in units where there is no unit director, the Vice President for Information Services and University Librarian.
7. The faculty member scheduled for review shall provide the unit director with a current curriculum vitae, and 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's attention.
8. The faculty member and unit director shall review the faculty member's current and planned librarianship, scholarship and service interests and accomplishments, and examine their relationship to current departmental 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 units need and individual faculty member interests is identified, the unit director and the faculty member shall explore possible changes, so that the faculty member's strengths and interests can better serve the needs of the department and school.
9. The unit director shall prepare a memorandum summarizing the review and shall provide the faculty member with a copy of the memorandum. The faculty member may respond within 15 working days from the date of the memorandum. After 20 working days from the date of the memorandum, the unit director shall forward the memorandum to the Vice President for Information Services and University Librarian along with any response from the faculty member, both of which will be placed in the faculty member's official personnel file.
10. At the end of each academic year the unit director shall provide his or her 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 a summary to the Senior Vice President for Academic Affairs.