

**IUPUI UNIVERSITY LIBRARIES FACULTY ORGANIZATION
UNIT PEER REVIEW, PROMOTION / TENURE COMMITTEE**

Organization and Procedures for the Committee

Name

The name of this Committee is the IUPUI University Library Faculty Organization's Unit Peer Review, Promotion / Tenure Committee, hereinafter referred to as the Committee.

Membership and Structure

The Committee shall be composed of six members. Four members are elected by the IUPUI University Library Faculty Organization (ULFO). The fifth member shall be the University Library-designated representative to the IUPUI Library Faculty Promotion and Tenure Committee. The sixth member shall be the Associate Dean for Administration, who will serve as a non-voting, ex-officio member. All elected members of the Committee will be tenured librarians or will have been approved by the Board of Trustees for tenure. Alternates will be selected based on the results of the election.

Officers and Terms

The officers of the Committee shall be Chair and Chair-elect.

Elected members of the Committee will be elected by ballot of the ULFO by May 1st. Elected members of the Committee shall serve a term of one year, commencing on the 1st day of July. No elected member shall be eligible to serve more than two terms consecutively. The chair-elect/chair will serve two terms.

Election and Eligibility of Members

The slate listing the names of all eligible librarians will be prepared by the Associate Dean for Administration and given to the Nominating Committee of the ULFO by April 1st. The three individuals receiving the highest number of votes will become the elected members of the Committee. Alternates will be called upon to serve, if needed, and are determined based on vote totals in descending order.

The person receiving the highest number of votes will become the Chair-Elect. The Chair-Elect will be the carry-over member and the Chair for the following year's Committee. In the event that the Chair-Elect is unable to serve in this capacity, that year's Committee will elect a new Chair.

Individuals who choose to be considered for promotion that year are not eligible to serve on the Committee. Persons in supervisory positions, including Associate Deans, are eligible to serve on the Committee, with the exception of the Dean of University Library.

If the business of the previous Committee has not been completed, those members may reconvene to settle unfinished business of the previous term.

Responsibilities

The Committee serves as a reviewing body for the annual and three-year peer review of untenured librarians of ULFO-member libraries, and as a recommending body to the Dean of IUPUI University Library for those librarians submitting dossiers for promotion and/or tenure. The Committee will serve as the ULFO-designated committee for Faculty and Librarian Review and Enhancement purposes.

Annual Review Responsibilities

It is the Committee's responsibility to both evaluate and provide guidance to untenured librarians regarding their progress toward promotion and/or tenure. The committee's vote on progress towards tenure will be recorded on the Tenure Progress Form in the Annual Review.

In addition, the Chair of the ULFO and University Library P&T Representatives shall organize a workshop for untenured librarians to help them prepare their Annual Reviews. This workshop shall be scheduled no later than November of each year.

Three Year Review Responsibilities

It is the Committee's responsibility to both evaluate and provide guidance to untenured librarians regarding their progress toward promotion and/or tenure in the Spring before the end of the third year of appointment, using the most recent revision of the IUPUI Dean of the Faculties' *Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers*.

Promotion and Tenure Responsibilities

The Committee is responsible for reviewing each dossier submitted by candidates for promotion and/or tenure. The Committee shall make recommendations to the Dean of the IUPUI University Library regarding rank and/or tenure for each candidate.

The Committee will review each submitted dossier using the most recent revision of the IUPUI Dean of the Faculties' *Guidelines For Preparing and Reviewing Promotion and Tenure Dossiers*.

A member of the Committee shall meet with all candidates for library faculty positions.

Review and Enhancement Responsibilities

The Committee will serve as the ULFO-designated committee for Faculty and Librarian Review and Enhancement purposes according to the procedures outlined in *Faculty and Librarian Review and Enhancement: Implementation Policy, University Libraries at IUPUI* available on the ULFO Website.

Confidentiality

The committee members treat as confidential all information acquired and discussed during the review process.

COMMITTEE PROCEDURES

Annual Report Procedures

- A list of library faculty members with information on tenure status, appointment date, and time in rank will be prepared by the Administration Office made available for the Primary Peer Review Committee.
- Annual Reviews that are not received in the Administrative Office by the official deadline without an exceptional excuse will not be considered by the Committee. The Committee will submit a statement explaining why a review was not performed.
- The Committee may allow the librarian to make changes to the submitted Review. Such changes might include: correcting typographical errors, changing the order of documentation, or adding / deleting supporting documents. The Committee may also allow the librarian to rewrite a section or paragraph to clarify a statement or to strengthen a point.
- All materials being documented by the librarian and reviewed by the review committee and the supervisor must only reflect the activities occurring during the period of January 1 – December 31.

The routing procedure for Untenured Librarian Annual Reviews is as follows:

1. Librarian submits Faculty Annual Review by January 31st.
2. PPR committee members examine the untenured librarian annual review.
3. For each librarian being reviewed, the committee meets to discuss the entire document. It is the responsibility of the chair to schedule committee meetings for discussion and to make assignments among the committee members for preparation of written comments. The statement prepared by the

committee will be inserted in the Review. The tenure progress statement must be completed for all non-tenured librarians.

4. The Review will be returned to the librarian for their review and comment, if desired. The librarian will have not less than one week nor more than two weeks to study the Review and complete the appropriate sections, if desired.
 5. During this week, the committee will schedule a conference between the librarian and the committee.
 6. At the conference, a discussion about the evaluation will take place. At least two members of the Committee shall be present. The Review will be signed. Signing of the Review by the librarian being evaluated only indicates that the individual has read the Review; it does not indicate concurrence with the committee's evaluation. This session concludes the Primary Peer Review Committee's responsibilities and should be completed no later than March 1.
- In cases of disagreement between the librarian being evaluated and the Primary Peer Review Committee and/or supervisor, consult the procedures outlined in the Bylaws of the IUPUI Faculty Council (<http://www.iupui.edu/~fcouncil/documents/BYLAWS%20OF%20THE%20IUPUI%20FACULTY%20COUNCIL.docx>).

Three-Year Review Procedures

The Procedure for the Three-year review will be determined in conjunction with the IUPUI Library Faculty.

Promotion and/or Tenure Procedures

Calendar

Upon receipt of the *IUPUI Dean of the Faculties' Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers*, but no later than June 1, the Chair and the Chair-Elect of the Committee will jointly prepare the annual calendar for the promotion and tenure process, giving consideration to deadlines established by the IUPUI Library Faculty Promotion & Tenure Committee.

Convening of the Committee

Upon notification of the candidates' intent to submit a dossier, the Chair will call an initial procedural meeting. The purpose of this meeting will be to review Committee procedures and criteria for promotion and tenure.

Members of the Committee will excuse themselves from deliberations about individual librarians, if, in their judgment or the judgment of the Committee, they cannot render an impartial judgment.

The Chair shall determine the order of review and ask committee members to serve as "presenters" for individual dossiers. All Committee members will examine and review the dossiers prior to committee deliberations.

Voting

Separate votes will be taken on promotion and tenure, with the tenure vote preceding promotion.

Deliberations and voting concerning promotion will proceed according to rank in ascending order. To the extent feasible, Librarians who do not hold the rank being applied for or higher do not vote on the award of that rank in review committees.

Committee members cannot vote on promotion or tenure decisions without participating in committee deliberations. There should be no proxy voting.

Except for reconsideration of prior decisions, each Librarian who participates in the promotion and tenure process votes only once in any particular case.

Four members of the committee shall constitute a quorum

Votes may be cast by voice vote or written ballot. All votes shall be recorded on the dossier's Routing and Action Form, with only the tally indicated. This form will be signed by the Chair.

If the Committee feels that it requires additional information from the candidate before a vote can be taken, the candidate has five (5) working days from the receipt of his/her notification of request for more information in which to submit additional material.

Statement and Recommendation

The Committee will prepare a detailed statement justifying its recommendations. In the case of combined dossiers, the statement must address both the issues of promotion and tenure. The statement will be signed by the Chair.

Routing

The statement and Routing and Action Form are inserted into the dossier. The dossier is routed to Team Leader or Associate Dean.

The Committee notifies the Candidate in writing of the recommendation, stating whether it is positive or negative, and includes a copy of the written statement as inserted into the dossier.

Negative Recommendation

The candidate has five (5) working days from the receipt of his/her notification of a negative recommendation in which to submit additional material to support promotion and/or tenure.

In case of a negative recommendation for early tenure, early promotion to Associate Librarian, or promotion to Librarian, a candidate can withdraw the dossier at any stage of the process.

Drafted by: S. Schmidt, Chair, V. Goodwin, J. Hehman, M. Minick, M. Stanley, 6/13/95

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