



## **PURPOSE AND SCOPE**

- A. The purpose of this policy is to establish and describe the procedures for tenure and promotion for tenure-track and tenured library faculty at Lamar University (LU).
- B. This policy is intended to ensure the consistent application of standards and equity for all tenure-track and tenured library faculty members with respect to tenure and promotion.
- C. This policy shall comply with the policies and procedures set forth in Chapter V, Paragraph 4 of *The Texas State University System Rules and Regulations* (hereafter, *Rules and Regulations*). In the event of a contradiction between this policy and the *Rules and Regulations*, the *Rules and Regulations* shall supersede.

## **TERMS AND CONDITIONS**

- A. . Tenure denotes a status of continued employment as a member of the LU library faculty, unless dismissed for good cause in accordance with the provisions stated in Chapter V, Subparagraph 4.5 of the *Rules and Regulations*. Tenure is not granted automatically or with length of service. It is granted to LU library faculty after a rigorous probationary period in which tenure-track faculty demonstrate sustained, high-quality performance in the three mission areas: librarianship, research/creative activities, a0, a0T92 reWñBT/F 792 reg4(r)8(o)4(us)7(p)-21(r)8(n)5(reWñ









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- vi. Collaborate with relevant on-campus entities to integrate library resources into course management software as needed.
  - vii. Design, implement and promote assessment activities.
  - viii. Analyze and communicate assessment data.
  - ix. Demonstrate working knowledge of assessment methods and tools.
  - e. Lamar University Archives and Special Collections
    - i. Lamar University Archives
      - 1. Maintain Lamar University Archives, both print and digital formats, and demonstrate comprehensive knowledge of trends in the field.
      - 2. Provide reference assistance in Lamar University Archives as needed by providing access, interpreting and creating finding aids, giving instructions on the proper handling of materials, and providing knowledge of the records relevant to the individual researcher's needs.
      - 3. Maintain knowledge of current archival and records management trends and procedures, including digitizing technologies and familiarity with best practices in digitization, metadata, and archival storage.
      - 4. Establish and maintain civil, respectful, honest, and effective working relationships with university staff, faculty, students, and visiting researchers.
      - 5. Solicit and acquire appropriate materials for Lamar University Archives.
      - 6. Oversee the records management program.
      - 7. Publicize Lamar University Archives. Publicity efforts may include exhibits, social media, events, or brochures.
    - ii. Special Collections
      - 1. Establish and maintain Special Collections, in both print and digital formats.
      - 2. Demonstrate comprehensive knowledge of trends in the field.
      - 3. Provide reference assistance using Special Collections as needed by providing access, interpreting and creating finding aids, giving instructions on the proper handling of materials, and providing knowledge of the records relevant to the individual researcher's needs.
      - 4. Demonstrate and maintain knowledge of current special collections trends and procedures, including digitizing technologies and familiarity with the best practices for digitization, metadata, and archival storage.
      - 5. Establish and maintain civil, respectful, honest, and effective working relationships with university staff, faculty, students, and visiting researchers.
      - 6. Solicit and acquire appropriate materials for Special Collections.
      - 7. Publicize Special Collections. Publicity efforts may include exhibits, social media, events, or brochures.
  - f. Management Effectiveness
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- 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.
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- 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
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three (3) faculty members.

B. The Library Personnel Committee will operate according to the following guidelines.

1. A numerical majority of personnel committee members must be present to constitute a quorum. To act, a committee must be constituted as provided in these guidelines or, without vote, eligible faculty not serving on another personnel committee may pass written opinion individually to the next higher level of review.
2. By majority vote, members of each personnel committee shall elect a chair. The chair is responsible for organizing meetings, distributing files, forwarding the appropriate materials to the next level, and notifying each applicant of the committee's decision.
3. In no instance shall a member of any personnel committee or any administrator in an evaluative role vote, affirm, or reject a recommendation on a candidate's promotion to an academic rank higher than his or her own. Members of each personnel committee shall vote via secret ballot on a recommendation for or against tenure and/or promotion (including recusals or abstentions). All personnel committee members must be present to vote unless on approved leave.
4. All personnel committee discussions during review of tenure and/or promotion portfolios shall remain confidential unless precluded by law, court order, or *Rules and Regulations*.

## **PROCEDURES**

A. : A library faculty member may initiate a documented application for promotion consideration when the candidate believes he/she/they has met the standards for promotion to a select rank. Library faculty members applying for tenure and/or promotion must prepare a and/or . The tenure and/or promotion dossier must be submitted electronically in Watermark. Each tenure and/or promotion dossier shall consist of:

1. A copy of a current curriculum vitae must be submitted. There must be clear delineation in the vitae as to the scope (i.e., local, state, regional, national/international) and the review process (i.e., peer reviewed or not) for each publication listed. The candidate may include an essay of no more than three (3) double-spaced pages highlighting special accomplishments listed on the curriculum vitae.
  2. must be submitted. If the action is tenure and promotion to Associate Professor, then co1 0 0 1
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