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# Promotion Application Packet for Library Faculty

**General Instructions for Library Faculty Applying for Tenure and/or Promotion**

These "general instructions" constitute an attempt to concisely describe the tenure and/or promotion process; this document is meant as a supplement to, rather than replacement for, what is presented in the *Faculty Handbook*.

### Initial Timetable

1. Become thoroughly familiar with the requirements and procedures for applying for promotion and/or tenure as described in the *Faculty Handbook*.

2. No later than September 15th, submit a "Letter of Intent" to apply for promotion and/or tenure to the Dean of Library Services; also, send a copy of that letter to your immediate head/supervisor; include a copy of your "Letter of Intent" in your Formal Portfolio (described below and in the *Faculty Handbook*).

3. No later than October 15th, submit your Formal Portfolio and Supporting Documentation (described below and in the *Faculty Handbook*) to the Dean of Library Services. If you do not promptly receive written confirmation that your materials have been received in a timely manner, contact the Dean of Library Services.

4. No later than November 22nd, your Formal Portfolio should have been received in the Office of the Vice President for Academic Affairs. If you do not promptly receive written confirmation from the Chair of the University's Promotion and Tenure Committee that your materials have been received in a timely manner, contact the Chair or Vice President for Academic Affairs.

### The Application:

1. There are separate application forms for promotion and tenure; be sure to complete the appropriate one and include it in the Formal Portfolio.

2. Some faculty may apply simultaneously for promotion and tenure. Because the composition of the library promotion and tenure review committees varies, applicants should completely fill out both forms even though much of the information is redundant.

3. Application forms are available for downloading on the University's web site (go to [www.gram.edu](www.gram.edu) and click on "GSU Information," then on "Administration," then on "Tenure Application Packet" or "Promotion Application Packet" and print the packets you need). Applicants should download the .pdf version(s) if they will use a typewriter but the Microsoft Word version(s) if they wish to use a computer to complete the forms rather than a typewriter. Applicants unfamiliar with Microsoft Word may need to seek either training or assistance from someone who can use the program.

### The Formal Portfolio:

1. The Formal Portfolio should be neatly and systematically organized in (a) 3-ring binder(s) with the major subdivisions (i.e., Letter of Intent to Apply for Promotion and/or Tenure; Appropriate Application Form(s) and Essential Documentation; Current Vitae; Current Evaluations by Peers, Head (immediate supervisor), and the Dean of Library Services; Evaluations of your library instruction by students or faculty who were instructed by you; Professional Work Experience; Service (University and Community) clearly marked. Verification of credentials (copies of transcripts, etc.) and professional work experience (Personnel Action forms, University budget pages showing years of experience, etc.) should be included in the Formal Portfolio as part of Essential Documentation. The use of clear vinyl protectors is not encouraged unless the documentation cannot be held in a binder (as in the case of books, manuals, etc.)

2. Only the Formal Portfolio will automatically be forwarded from the Dean of Library Services; the Supporting Documentation file will normally remain in the Dean's office or in a secure place to be specified by the Dean.

3. Applicants for tenure should include information/documentation only from the last five (5) years in the Formal Portfolio (and Supporting Documentation). Applicants for promotion in rank who already have been tenured should include in the Formal Portfolio (and Supporting Documentation) only accomplishments and documentation from the last five (5) years or since the date of the last promotion (whichever is less).

4.  All information included on the application and vitae should be adequately documented in the Formal Portfolio. It is helpful, too, to clearly identify relevant information on documentation (e.g., memoranda, minutes of meetings, presentations at meetings, etc.) by using a highlighter pen to indicate your name, committee name, paper title, etc.

5.  Pay very close attention to your vitae. All information should be fully but concisely described.


## Supporting Documentation

A "second" portfolio ("Supporting Documentation") may be compiled in any manner you choose. The Supporting Documentation should consist of such material as described in the *Faculty Handbook* section, "Factors Considered in Evaluating an Application for Tenure and Promotion", and especially the "Librarianship" subsection pertaining to the effectiveness of your instructional techniques and educational resource management.

The contents of the Supporting Documentation portfolio are likely best evaluated by members of the library's promotion and tenure review committees and the Dean of Library Services, rather than the University Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President of the University. Additionally, this should assist in expediting the promotion and tenure review process beyond the Dean's level by reducing the volume of material submitted for review.

The Supporting Documentation shall be available for review by all persons involved in the promotion and/or tenure process but will remain in the Dean of Library Services' office until a final decision has been reached by the President and the University of Louisiana System Board of Supervisors.


## Final Advice

1.  Make certain that your vitae is up-to-date, complete, and accurate, as it is one of the single most important documents in your Formal Portfolio.

2.  Never include originals in either the Formal Portfolio or the Supporting Documentation; keep the originals in your possession.

3.  Feel free to contact your Faculty Senator to direct you to a faculty member who can offer guidance and advice; also, the members of the University's Promotion and Tenure Committee may likewise be consulted.

4.  Pay close attention to the fact that, according to the Faculty Handbook, librarianship (50%) and service (30%) are the most heavily weighted factors that enter into the decision to grant or deny promotion and/or tenure—document relevant activities and accomplishments appropriately.

5.  If your highest degree is not a master's degree from a program accredited by the American Library Association (ALA), be sure to fully explain how your degree is appropriate for tenure and/or promotion purposes. (Note: Because Library Science is an interdisciplinary or multidisciplinary academic area, you should explain how a non-library-science degree relates to your job responsibilities.) If you held a second graduate degree before joining the GSU Library Faculty, explain how it supports your tenure and/or promotion application. Effective Fall 2000, a faculty member who pursues an advanced degree that may later be included among credentials submitted with promotion and/or tenure applications must first receive written agreement from the Dean of Library Services (after consultation with library faculty) that acknowledges the appropriateness of the degree to the needs and missions of the library and University. If you have such a letter, include a copy of it in your Formal Portfolio, as described in the *Faculty Handbook*.

**Application for Promotion in Rank**
**Grambling State University**

**(To be completed by Library Faculty applicant; attach additional pages if necessary)**

Name: _____ Date: _____

        First              Middle           Last

Unit:  Library               Check your department:     Public Services_____     Technical Services_____

Present Rank: _____    Years in Present Rank: _____   Rank Requested: _____

Primary Librarianship Responsibilities at the University *Within Last 5 Years or since date of last promotion (whichever is less).*
(Enter your Job Title and place an "X" under Public Services or Technical Services to indicate your major area of responsibility.)
(Attach a copy of your Job Description.)

| Job Title | Public Services | Technical Services |
|---|---|---|
|  | Responsibilities are related to Instruction (Reference, Circulation, Microtext & Media, African-American Center) | Responsibilities are related to Educational Resources Management (Acquisitions, Serials, Cataloging) |
|  |  |  |

Academic Preparation (Begin with most recently earned degree).  [Use additional pages if necessary.]

| Degree | Academic Discipline | Major Area(s) of Study | Institution | Year |
|---|---|---|---|---|
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Full-Time College-Level Teaching and/or Librarianship Experience (Do not include summer, overload, adjunct, or graduate assistant teaching).  [Use additional pages if necessary.]

| Rank | Academic Discipline, Department, or Program | Institution | Month/Year Employment Began | Month/Year Employment Ended | No. of Years at Institution |
|---|---|---|---|---|---|
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Other Related Full-Time Professional Experience (Non-college level teaching or librarianship should be included here, if relevant). [Use additional pages if necessary.]

| Title/Position | Employing Agency | Month/Year Employment Began | Month/Year Employment Ended | Number of Years Experience |
|---|---|---|---|---|
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Research and Grant Activities *Within Last 5 Years or since date of last promotion (whichever is less).* Briefly describe each significant research activity and note its current status (e.g., in conceptualization stage, gathering data stage, data analysis completed, grant written and under review, etc.). [Use additional pages if necessary.]

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Publications, Presentations at Professional Meetings, and Other Academically Relevant Efforts *Within Last 5 Years or since date of last promotion (whichever is less).* [Note: Be certain that full citations are listed in vitae that is to be included in the Formal Promotion Portfolio. Use additional pages if necessary.]

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Professional Meetings, Workshops, and Other Activities Attended  *Within Last 5 Years or since date of last promotion (whichever is less).*  Include no activities that are not directly related to one's academic position at the University.  [Use additional pages if necessary.]

| Meeting/Workshop/Activity | Location | Date(s) |
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Memberships in Professional Organizations and Academic Honor Societies  *Within Last 5 Years or since date of last promotion (whichever is less).*  Include no memberships in organizations that are not directly related to one's academic position at the University.  [Use additional pages if necessary.]

| Organization/Honor Society (include brief description if not self-evident) | Dates of  Membership |
|---|---|
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Administrative Services, Committees, and/or Other Responsibilities at the University  *Within 5 Years or since date of last promotion (whichever is less).*  [Use additional pages if necessary.]

| Level of Service (Library or University) | Title or Role Performed (e.g., Chair, Member) | Type of Administrative Service, Name of Committees, Description of Other University Responsibilities | Dates of Service (Semesters / Years) |
|---|---|---|---|
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Community Involvement Activities *Within Last 5 Years or since date of last promotion (whichever is less).* [Use additional pages if necessary.]

| Description of Activity (e.g. role played, name of organization, etc.) | Location | Dates of Service |
|---|---|---|
|  |  |  |
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Please use this space or additional pages to add additional items or clarifications that you would like those reviewing this application to know.

Further Instructions: Submit this completed application along with the Formal Promotion Portfolio and Supporting Documentation to the Dean of Library Services by the deadline date published in the Faculty Handbook. The Dean shall make copies of this application, distribute one to each member of the Library Promotion Review Committee, and make arrangements for members of the Committee to review the Portfolio and Supporting Documentation in a private and secure environment. By affixing his/her signature (below), the applicant attests that s/he is familiar with and understands the Promotion and Tenure process as outlined in the Faculty Handbook. The applicant further attests that all information contained in this application, the Formal Promotion Portfolio, and Supporting Documentation, are complete and accurate.

_____     _____
Signature of Applicant                                                                  Date

# Instructions to Dean of Library Services Regarding

## Faculty Member's Application for Promotion in Rank

1.  Immediately upon the timely receipt of a faculty member's Letter of Intent to Apply for Promotion, compose a Library Promotion Review Committee. The Committee is to be composed of all faculty members (regardless of tenure status) who are at or above the rank to which the applicant is applying. In the event that there are no faculty members in the library at or above the rank to which the applicant is applying, the Library Promotion Review Committee shall consist of tenured and non-tenured faculty members holding the same academic rank as the applicant. Should neither of these be possible, the Library Promotion Review Committee shall consist of all tenured faculty irrespective of academic rank. In the rare event that none of the preceding is possible, the Library Promotion Review Committee shall consist of all tenure-track, full-time faculty who have been employed within the library for at least the preceding two (2) years. Composition of the Library Promotion Review Committee may vary with different applicants.

2.  By September 15$^{th}$ (or the next regular business day, if applicable), the Dean of Library Services shall have received a faculty member's Letter of Intent to Apply for Promotion; immediately thereafter, the Dean shall notify members of the Library Promotion Review Committee by sending each a copy, or facsimile, of the "Memorandum—Composition of Library Promotion Review Committee."

3.  By October 15$^{th}$ (or the next regular business day, if applicable), the faculty member seeking promotion must have submitted his/her (1) Formal Promotion Portfolio (including Application) and (2) Supporting Documentation to the Dean. The Dean shall send each member of the Library Promotion Review Committee a copy, or facsimile, of the "Memorandum—Availability for Review of Promotion Materials" and the "Peer Evaluation of Applicant for Promotion in Rank." These materials shall be made available to committee members only in a secured location (to be specified by the Dean).

4.  Immediately after receiving the Formal Promotion Portfolio (which includes the application) and Supporting Documentation, the Dean shall acknowledge in writing to the applicant that the promotion-related materials were received in a timely fashion.

5.  By November 22$^{nd}$ (or the next regular business day, if applicable), the Dean shall conduct his/her own evaluation (utilizing the attached form, "Dean of Library Services' Evaluation of Applicant for Promotion in Rank"), collect the evaluations/recommendations of the Library Promotion Review Committee members, and add them to Section IV of the Formal Portfolio before promptly sending the Formal Promotion Portfolio to the Vice President for Academic Affairs. Any Supporting Documentation is to be kept in a secure place (to be specified by the Dean) and returned to the applicant after a final decision on promotion has been reached by the President of the University and the University of Louisiana System Board of Supervisors.

# Memorandum—Composition of Library Promotion Review Committee

To:      Members of the Library Promotion Review Committee for _____

                                                                   Applicant's Name

From:    _____
                Dean of Library Services

Date:     _____

Re:       EVALUATION OF APPLICANT FOR PROMOTION IN RANK

I have received from our colleague his/her Letter of Intent to Apply for Promotion in rank.  As specified in the Faculty Handbook, the following faculty members shall constitute the Library Promotion Review Committee for this applicant.

Please thoroughly review the requirements for promotion as outlined in the Faculty Handbook.

As soon as I receive the Formal Promotion Portfolio, which will include the application, and Supporting Documentation, I shall notify you and you shall have only a short period of time in which to review them before completing your evaluation and making your recommendation.

In the meantime, please make arrangements with our colleague to evaluate his/her group instruction if you are not already intimately familiar with it.

Thank you for your cooperation.

# Memorandum—Availability for Review of Promotion Materials

To:        Members of the Library Promotion Review Committee for _____

                                          Applicant's Name

From:     _____

              Dean of Library Services

Date:      _____

Re:        EVALUATION OF APPLICANT'S PROMOTION PORTFOLIO AND SUPPORTING DOCUMENTATION

I have received our colleague's Formal Promotion Portfolio and Supporting Documentation.  I have attached a copy of his/her Application for Promotion to this memorandum as well as a "Peer Evaluation of Applicant for Promotion in Rank" form.  As I must forward these materials to the Vice President for Academic Affairs by the November 22nd deadline, please contact me as soon as possible so that you can review these materials and submit your recommendations in a timely fashion.

Thank you for your prompt attention to this matter.

# PEER EVALUATION OF APPLICANT FOR PROMOTION IN RANK

Applicant's Name: _____

Evaluator's Name: _____ Rank: _____

Before completing this evaluation and recommendation, please review the relevant sections on promotion in the Faculty Handbook as well as more stringent standards that may be mandatory by discipline-related accrediting agencies. Then, based upon your experience within the profession, please assess the applicant's qualifications and performance on each of the following:

1.  Are the applicant's academic credentials appropriate for promotion? Yes        No      Questionable
    <u>If "No" or "Questionable", please comment</u>:

2.  Does the applicant meet or exceed the years of experience
    (full-time collegiate-level teaching and/or "other" related
    experience) to satisfy the requirements for this promotion?      Yes      No      Questionable
    <u>If "No" or "Questionable", please comment</u>:

3.  Please evaluate the applicant's overall performance during the last *5 years or date of last promotion (whichever is less)* in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

|  | Strongly Agree (5) | Agree (4) | Neither Agree nor Disagree (3) | Disagree (2) | Strongly Disagree (1) |
|---|---|---|---|---|---|
| The Applicant's **Academic Training and Effectiveness of Instructional Techniques and/or Educational Resource Management** are exceptionally good. |  |  |  |  |  |
| The Applicant's **Research, Publications, and Professional Activities** are exceptionally good. |  |  |  |  |  |
| The Applicant's **Service to the University, Library, Students and non-Library Faculty** and/or **Community Involvement** are exceptionally good. |  |  |  |  |  |
| The Applicant **clearly deserves promotion to the next academic rank**. |  |  |  |  |  |

4.  Please feel free to add additional comments and recommendations (use separate sheet if necessary).

_____     _____
        Signature of Evaluator                                         Date

## DEAN OF LIBRARY SERVICES' EVALUATION OF APPLICANT FOR PROMOTION IN RANK

Applicant's Name: _____   Rank Sought: _____

1.   List by name and rank, all members in the Library who are at or above the rank to which the applicant seeks promotion.  [Use additional pages if necessary.]

| Name | Rank | | Name | Rank |
|------|------|--|------|------|
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2.   Did all of the faculty listed in #1 (above) participate in evaluating
the applicant for purposes of promotion in rank?                    Yes      No
     If "No", please explain:

3.   Do you personally attest that the applicant's academic credentials
are appropriate for this promotion?                    Yes      No      Questionable
     If "No" or "Questionable", please explain:

4.   Does the applicant meet or exceed the requisite number of
years of professional experience (either full-time collegiate-level
teaching or librarianship or in combination with other
professionally related work experience) to be promoted?
     If "No" or "Questionable", please explain in detail                    Yes      No      Questionable
     List "other Professional experience" that is being used to
     qualify the applicant for promotion.

5.  Please evaluate the applicant's overall performance during the last *5 years or since date of last promotion (whichever is less)* in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

|  | Strongly Agree (5) | Agree (4) | Neither Agree nor Disagree (3) | Disagree (2) | Strongly Disagree (1) |
|---|---|---|---|---|---|
| The Applicant's **Academic Training and Effectiveness of Instructional Techniques and/or Educational Resource Management** are exceptionally good. |  |  |  |  |  |
| The Applicant's **Research, Publications, and Professional Activities** are exceptionally good. |  |  |  |  |  |
| The Applicant's **Service to the University, Library, Students and non-Library Faculty** and/or **Community Involvement** are exceptionally good. |  |  |  |  |  |
| The Applicant **clearly deserves promotion to the next academic rank.** |  |  |  |  |  |

6.  In narrative form, provide additional comments about the applicant's qualifications, work performance, standing in the profession, service to the University, and/or service to the community. In your assessment, describe the function or role the applicant performs or plays in the Library; in other words, describe the applicant's greatest strengths and weaknesses as they relate specifically to the Library, its operations, its library faculty, and to students and non-library faculty. [Use additional pages if necessary.]

7.  It is my conclusion and recommendation that the applicant

_____    is an exceptionally strong candidate and definitely should be tenured.

_____    is a strong candidate and should be tenured.

_____    should not be tenured at this time.

Other Comments?

The average of the scores submitted by the Library Review Committee is _____.

_____        _____
Signature of Dean of Library Services                              Date