

NEW MEXICO STATE UNIVERSITY LIBRARY PROMOTION AND TENURE DOCUMENT

I. Overview

The library faculty members at New Mexico State University are expected to meet the university requirements for academic appointment, promotion and tenure considerations, and contract renewal. University requirements are specified in the *New Mexico State University Policy Manual*. Library promotion and tenure guidelines must be in compliance with the *NMSU Policy Manual*. Guidelines and procedures in the *NMSU Policy Manual* take precedence in the event a change causes non-compliance by the library document.

Pertinent sections of the *NMSU Policy Manual* for all university faculty include:

- 5.88.10 – Promotion – Qualifications
- 5.90 – Promotion and Tenure
- 5.91 – University Procedures for Promotion and Tenure
- 5.98 – Tenure Track and Tenure (Continuous Contract)
- 4.05.50 – Appeals – Faculty

II. Standards of Performance

Each candidate is individually judged against the standards presented in the *NMSU Policy Manual* and the *Library Promotion and Tenure Document*. The review process does not permit comparison with other individuals.

A. General Qualifications for Promotion and Tenure

Common elements to be considered for promotion and tenure, differing only in degree in each rank, are:

- librarianship
- research, publication, and creative activity
- service

Tenure is granted in recognition of excellence in the performance of job responsibilities, continuous growth and development as a librarian, a willingness and ability to assume increasing responsibility, and commitment to the profession. The granting of tenure signals the library's willingness to make a long-term commitment to the library faculty member, with the expectation that the faculty member will continue to grow and to contribute to the library, the university, and the profession.

In most cases the granting of tenure implies the possibility of promotion. However, promotion to professor should not be considered to be forthcoming merely because of years of service, or based on any number of years as an associate professor, or because tenure has been achieved.

Promotion is awarded for performance appropriate to the higher rank with evidence that supports the presumption that continuing contributions will be made at levels expected of the new rank. Academic rank is not dependent upon position or responsibility.

The award of promotion and/or tenure is based on documented evidence of sustained growth and contributions beyond the successful performance of primary job responsibilities. Library faculty members should engage in continual professional growth and enhancement of knowledge by participating in courses, workshops, conferences, and meetings, and continue to develop a broad understanding of librarianship through professional contact and collaboration both within and outside the library. They should contribute to the advancement of knowledge and theory in librarianship and subject disciplines in an active program of research and other creative work of professional merit and interest. They should support the work of the library, the university, and the profession through service activities. Since librarianship is an interactive and interdependent profession, library faculty members should develop and maintain effective working relationships with colleagues and others. A progressive record of accomplishments in all areas supports an expectation that growth, contributions, and service will continue.

Early consideration for either promotion or tenure requires justification based on exceptional performance.

B. Common Elements

1. Librarianship

The New Mexico State University Library places the highest value on the element of librarianship. Skill requirements for library faculty are diverse. The library faculty member must demonstrate skill sets appropriate to the areas of specialization and responsibility comparable to established professional peer groups. This element includes service to the library, such as service on library committees and task forces.

Characteristically, this element includes but is not limited to:

- organization of knowledge
- understanding of technology as it relates to the information field
- teaching
- library management
- service delivery
- building collections

2. Research, Publication, and Creative Activity

This element includes the library faculty member's documented record of achievement in research, publication, and creative activity. It is expected that at least some of these achievements focus on topics in librarianship.

Characteristically, this element includes but is not limited to:

- publication in either traditional or non-traditional venues generally subject to peer review or other qualitative review
- recognition by others of contributions to the profession
- contributions of new information or understanding to librarianship

3. Service

This element includes the library faculty member's documented evidence of service contributions made to the profession, the university, and the community.

Characteristically, this element includes but is not limited to:

- active participation and leadership in library professional organizations
- service contributions to the university
- service to the community through activities that draw upon professional knowledge and skills

C. Specific Qualifications for Promotion by Ranks

In the following statements of time in each rank, it should be emphasized that the periods stated are to be considered as minimum and not as maximum under normal circumstances. It is recognized throughout the statements that follow that the evidence for competence differs for various fields and that standards of judgment cannot be rigidly uniform. Refer to the *NMSU Policy Manual, 5.88.10*.

	Assistant Professor	Associate Professor	Professor
Education	American Library Association accredited masters in library science or equivalent	American Library Association accredited masters in library science or equivalent	American Library Association accredited masters in library science or equivalent

	Assistant Professor	Associate Professor	Professor
Time in Rank	Entry level	Expect to serve at least 4 years as an assistant professor under normal circumstances	Expect to serve at least 4 years as an associate professor under normal circumstances Length of service to the university at the rank of associate professor or receipt of tenure do not in themselves guarantee promotion to professor
Librarianship	Demonstrate potential for success in librarianship	Demonstrate strong knowledge base appropriate to area of specialization Make strong contributions as a member of the faculty to departmental and library-wide planning and development Develop and maintain professional and productive work relationships with colleagues and others	Demonstrate substantial command of librarianship as a whole Maintain sustained professional growth Provide outstanding professional leadership Exhibit special stature in librarianship
Research, Publication, and Creative Activity	Demonstrate potential for success in research, publication, and creative activity	Develop established, significant record Demonstrate beneficial impact Achieve recognition as authority in area of contribution	Maintain substantial, sustained record, including peer reviewed publications Achieve recognition as expert in area of contribution Provide leadership
Service	Demonstrate potential for success in service	Provide significant contributions to professional activities Demonstrate progressive development in service contributions Make strong service contributions	Contribute substantial service of significance Maintain sustained service record Provide leadership
Other	Have degree in hand at time of hire	Have degree in hand at time of hire Meet requirements of previous rank	Have degree in hand at time of hire Meet requirements of previous rank

III. Library Promotion and Tenure Committee

A. Charge

As specified in the *New Mexico State University Policy Manual, 5.90*, the library does not use a departmental promotion and tenure committee; rather, library promotion and tenure procedures are conducted following the university guidelines for a college promotion and tenure committee.

The Library Promotion and Tenure Committee makes advisory recommendations to the Dean of the Library on temporary contract renewal, and promotion and/or tenure. It also makes written advisory recommendations to the Dean of the Library on rank and tenure for candidates who interview for faculty positions.

B. Membership and Election

1. The Library Promotion and Tenure Committee consists of five tenured faculty members who are not concurrently serving as department heads or deans. They are elected before the end of the spring semester with terms beginning at the start of the fall semester. Elections follow the Library Faculty - General Election Procedures. If there are not enough tenured library faculty members to meet committee requirements, the Guidelines for Selection of External Faculty (Section III. C. of this document) will be followed.
2. If a member of the committee becomes ineligible to serve, an interim election will be held to fill the vacancy for the remainder of the term. Interim elections follow Library Faculty - General Election Procedures.
3. Members are elected for a two-year term and serve staggered terms. Members may serve successive terms.
4. At the beginning of the academic year, the Dean of the Library will call a meeting of the committee. At this meeting, the committee elects its chair and vice chair. The chair will convey to the Dean the election results.
5. When considering applications for promotion, members of the committee reviewing the application must hold a rank equal to or higher than the requested rank. If there are not enough library faculty of the appropriate rank(s), the Guidelines for Selection of External Faculty will be followed.

C. Guidelines for Selection of External Faculty

If there are not five library faculty who meet the criteria for membership on the committee or who are eligible to consider applications for promotion as noted above, the following procedures will be followed.

1. The chair of the committee will send a memorandum to the chairs of the college promotion and tenure committees of each college on the New Mexico State University main campus requesting the recommendation of a tenured faculty member of the required rank from the college who would be willing to serve on the Library Promotion and Tenure Committee as an external faculty member.
2. External faculty will be randomly selected from the list of recommended faculty to serve on the committee or for review of applications for promotion as needed.

D. Responsibilities

Chair:

1. Calls and conducts all meetings of the Library Promotion and Tenure Committee.
2. Serves as the official representative and spokesperson for the committee.
3. Forwards written advisory recommendations and official votes of the committee to the Dean of the Library. Destroys all ballots used in committee votes at the end of the committee's balloting process.
4. Meets with the Dean of the Library to develop the Library Promotion and Tenure Timetable for the academic year. At the beginning of the academic year, the Dean will distribute the timetable to all library faculty.
5. Calls and conducts orientations and workshops relevant to the promotion and tenure process.

Vice Chair:

Assumes the chair's responsibilities in the chair's absence.

Committee Members:

1. Read all candidate files, attend meetings, and actively contribute to discussions.
2. Adhere to the highest levels of confidentiality in accordance with the *NMSU Policy Manual*.
3. Follow voting and recusal procedures and participate in writing the advisory recommendations.
4. Know and adhere to all procedures as stated in the *NMSU Policy Manual*, the *Library Promotion and Tenure Document*, and other relevant documents.
5. Participate in orientations and workshops relevant to tenure-track faculty and the promotion and tenure process.
6. Formally participate in the search committee process to share information on the Library's promotion and tenure process and to make recommendations to the Dean of the Library on rank and tenure when hiring new library faculty.

E. Special Meetings

In addition to meetings for the purpose of evaluation and review, the chair will schedule a series of meetings for orientation and information sharing.

1. The Promotion and Tenure Committee will meet to discuss policies and procedures at a time separate from the review of individual candidates.
2. The Promotion and Tenure Committee, department heads, and the Dean of the Library will meet to encourage mutual understanding of goals and procedures.
3. The Promotion and Tenure Committee will hold an orientation session for all library faculty. The meeting should be held by the end of the spring semester. The purpose of the meeting is to discuss guidelines for preparing the documentation (see Appendix A, Guidelines for Developing and Submitting a Promotion/Tenure Document), answer questions, and offer the services of members of the committee as advisors in preparing documentation.

F. Committee Procedures

1. Confidentiality

- a. In accordance with the *NMSU Policy Manual*, all deliberations of the Library Promotion and Tenure Committee are strictly confidential.
- b. Allegations of a breach of confidentiality must be reported directly in writing to the Dean of the Library immediately for further action.

2. Conflicts of Interest and Recusal

- a. Committee members have the responsibility to avoid actual conflicts of interest or the appearance of conflicts of interest. Prior to deliberations, the chair will review with the committee the matter of conflict of interest. Any member of the committee who has a conflict of interest with respect to a case will recuse for that particular case by submitting a written memo to the chair of the committee through the Dean of the Library.

A majority of committee members may vote to recuse a committee member who has an actual or apparent conflict of interest but does not self-recuse. The chair of the committee will submit a memo indicating the recusal to the Dean of the Library.

- b. Conflicts of interest are defined as any case where an objective outsider would reasonably suspect a conflict of interest which would result in an inability to be objective and fairly assess the candidate's record.
- c. Recusals will be included in the vote count reported to the Dean of the Library.

3. Committee Voting

- a. All members of the committee present at the meeting will vote unless a written recusal has been submitted to the chair.

- b. A quorum is required for review of documentation and voting, defined as 75% of members eligible to vote.
- c. Absentee votes will be allowed if the committee member has reviewed the candidate's documentation but is unable to attend the voting session. Absentee ballots will be delivered to the chair prior to the meeting at which voting will occur.
- d. No proxy votes are permitted.
- e. All voting, including absentee, will be by secret ballot.
- f. Ballots will be tallied by two members of the committee, and reported to the committee. The vote will be recorded and forwarded to the Dean of the Library by the chair of the committee in the letter of recommendation for each candidate being reviewed.
- g. At the end of the balloting process, the chair is responsible for destroying all ballots.

IV. Procedures for Promotion and Tenure

In the fall of each academic year the Library Promotion and Tenure Committee will consider the completed documentation of candidates for temporary contract renewal, tenure, and/or promotion. After careful deliberation, the committee will submit a written recommendation on each candidate under review to the Dean of the Library according to the Library Promotion and Tenure Timetable. This report must address the documentation of each of the areas of librarianship; research, publication, and creative activity; and service.

For temporary contract renewal, tenure, and/or promotion, the following steps are followed. Refer to the Library Promotion and Tenure Timetable for specific deadlines.

1. The documentation is submitted by the candidate to the Dean of the Library. (See Appendix A, Guidelines for Developing and Submitting a Promotion/Tenure Document, for submission and documentation requirements.) The Dean of the Library makes the documentation available to the candidate's department head and the Library Promotion and Tenure Committee.
2. The candidate's department head reviews and considers the documentation and makes a written recommendation to the Dean of the Library.

3. The Library Promotion and Tenure Committee reviews and considers the documentation and the department head's recommendation, votes, and prepares a written recommendation for the Dean of the Library.
4. The chair of the committee forwards the written recommendation and the committee's vote, including recusals, to the Dean of the Library.
5. The Dean of the Library consults with the appropriate department head to discuss candidates under review.
6. The Dean of the Library reviews and considers the documentation and makes a written recommendation.
7. In the case of application for promotion and/or tenure, the Dean of the Library forwards the Dean's written recommendation, the department head's recommendation, and the committee's recommendation to the candidate. The Dean of the Library also forwards a copy of the Dean's recommendation to the department head and the chair of the committee.
8. In the case of application for promotion and/or tenure, the Dean of the Library forwards the documentation and recommendations to the Provost. The candidate receives official notification of the decision from the university administration.
9. In the case of renewal/non-renewal of a temporary contract, the Dean of the Library forwards the recommendations to the Provost. The candidate receives official notification of the decision from the university administration.
10. One copy of the documentation is retained by the library administration, and the other copies are returned to the candidate. All supplemental materials are returned to the candidate.

A. External Review Letters

1. Documentation for candidates who have applied for promotion and/or tenure must contain at least three external (outside library) letters reviewing the candidate's representative documentation in the areas of research, publication, and creative activity, and, where applicable, service. The Library Promotion and Tenure Committee in conjunction with the department head will (1) ask the candidate for a list of people whose stature in the candidate's research area is such that they should be able to write an informed objective evaluation; (2) have the option to add names to this list; (3) select the external reviewers from the extended list (although at least one reviewer should be selected from the candidate's original list); and (4) the chair of the committee contacts the reviewers and arranges for the letters to be sent. Reviewers will be sent copies of the candidate's work to assist them in their evaluations. An outside reviewer should be aware that the candidate will have an opportunity to read the letter of assessment. The Dean of

the Library will add the external review letters to the candidate's documentation file.

B. Additions, Changes, and Deletions of Information in Candidates' Files

1. The candidate must submit a written request to the Dean of the Library to add, change, or delete information in the candidate's documentation after it has been officially submitted for review. The request should include the rationale for the change. Appropriate changes typically include information related to a publication, presentation, and/or significant service activity or award. The Dean, in consultation with General Counsel if appropriate, is responsible for making a decision regarding the request and notifying the requestor of the decision.
2. The Dean of the Library will add this new information to the candidate's documentation.
3. The Dean is responsible for ensuring that the candidate and all promotion and tenure review advisory recommending bodies (department head, Library Promotion and Tenure Committee and Provost) have knowledge of any changes to the documentation.

C. Withdrawal Rights

1. A candidate may withdraw from further consideration at any time prior to the final signature by the Provost by submitting a written request to the Dean of the Library. The Dean will notify the chair of the Library Promotion and Tenure Committee and the candidate's department head of the withdrawal.
2. If the candidate is in the fifth year of tenure-track service, withdrawal from consideration for tenure must be accompanied by written notice of resignation effective by the end of the sixth year of service. This notice is to be received by the Dean of the Library before the end of the fifth year of service.

D. Appeals

1. In accordance with the *NMSU Policy Manual*, advisory recommendations are not grievable.
2. Appeals for violation of procedure are conducted according to guidelines in the *NMSU Policy Manual*, 4.05.50.

V. Procedures for Amendments

Requests for amendments to the *Library Promotion and Tenure Document* may be submitted as outlined below.

1. The proposal for amendment must include the proposed language change and commentary on the reason for the change.
2. Proposals are submitted to the Dean of the Library.
3. The Dean of the Library will call at least two meetings of all library faculty to discuss the proposal(s). At least ten working days prior to the first meeting, all library faculty will receive written notification of the meeting and the proposed amendment(s).
4. Voting on the proposed amendment(s) will follow Library Faculty – General Election Procedures.
5. The results of the vote(s) are subject to final approval by the Dean of the Library and the University Administration.
6. New amendments become effective at the beginning of the next academic year.

Appendix A

Guidelines for Developing and Submitting a Promotion/Tenure Document

A. Submission Requirements

1. Three hard copies of the candidate's documentation
2. One hard copy of the candidate's supplemental files

B. Documentation Requirements

1. Completed Checklist of Intent
2. Candidate's letter of transmittal
3. Title page
4. Table of contents
5. Librarianship

This section should detail the educational background and professional experiences relevant to the candidate's career as a librarian. Documentation should include membership on library committees and note significant contributions in committee work.

6. Research, Publication, and Creative Activity

This section should detail the candidate's intellectual contributions to librarianship and any subject specialty, including but not limited to:

- author or editor of, or contributor to professional monographs, journals, and/or other traditional or non-traditional venues
- author of a grant proposal
- author or editor of works in progress
- evidence of recognition by others of contributions to the profession

7. Service

This section should detail the candidate's service to the profession of librarianship, the university, and the community. Documentation should include information on the service performed and its significance, and awards or recognition received.

- a. Professional service and contributions, including but not limited to:
 - officer or member of, or active participant in professional organizations
 - panelist, moderator, or keynote speaker at professional meetings
 - consultant
- b. Campus service and contributions, including but not limited to:
 - committee participation such as chairing or serving on university committees
 - participating in academic governance

Note: Do not include routine activities such as attending general faculty meetings and marching in commencement.

- c. Community service drawing upon professional skills and knowledge, including but not limited to:
 - officer of organizations and boards
 - contributing participant in community organizations
 - speaker at seminars or workshops by community organizations
8. Annual performance evaluations (for promotion and tenure reviews only)
 - a. A candidate for promotion should include copies of all annual performance evaluations since the most recent promotion.
 - b. A candidate for tenure should include copies of all annual performance evaluations since beginning professional employment with the library.
 - c. Do not include supervisor's evaluations.

C. Supplemental File Requirements

1. Supplemental materials may include:
 - publications
 - unpublished reports
 - planning documents
 - instructional materials
 - in-house manuals
 - grant applications
 - solicited and unsolicited letters of support
2. All supplemental materials must be referenced in the main document and organized so they are easily accessible.
3. Supplemental materials should be in a binder or file box.

Appendix B

Library Promotion and Tenure Document History

The original version of the Library's *Promotion and Tenure Document* was adopted in the summer of 1985. This document was the result of work by a committee composed of all tenured library faculty holding the rank of assistant professor or above.

In 1988, an ad hoc committee of tenured library faculty was appointed by Hiram Davis, Dean of the Library, to bring the *Promotion and Tenure Document* into alignment with the practices of other academic units on campus. The resulting document was then considered and revised by the Library Promotion and Tenure Committee. Both committees were guided by the provisions of the New Mexico State University *Administrative Policies and Procedures Manual*, the *Faculty Handbook 1988-1989*, and the "Model Statement of Criteria and Procedures for Appointment, Promotion in Academic Rank, and Tenure for College and University Librarians," *College and Research Libraries News*, May 1987.

In 2002, Elizabeth Titus, Dean of the Library, established a task force of all library faculty to review the criteria for promotion and tenure, and the procedures for evaluating promotion and tenure applications. The task force was also charged with ensuring that the *Library Promotion and Tenure Document* was in compliance with the *New Mexico State University Policy Manual* and with simplifying and clarifying the language of the document. Document was approved by faculty vote April 2005.