Appendix F

Library Post Tenure Review Guidelines & Procedures

(Revised and adopted by Library Faculty, September 28, 2011)

Post-tenure review is a comprehensive, formal, periodic evaluation of cumulative faculty performance, the prime purpose of which is to ensure faculty development and to support and encourage faculty excellence. Post tenure review requirements can be found in the UNC Policy Manual: 400.3.3.1[G]. [ASU Faculty Handbook 4.3.3.1]

In addition to the annual review for all faculty, described in Section 4.3.2, each tenured member of the library faculty will be subject to a comprehensive, cumulative review on a regular and systematic basis, no less frequently than every five years. (Note: a review undertaken to grant tenure or to decide on promotion qualifies as such a cumulative review.) This comprehensive review shall provide for the evaluation of all aspects of the professional performance of faculty whose primary responsibilities are teaching, and/or research, and/or service. [ASU Faculty Handbook 4.3.3.2]

F.1. Post-Tenure Review Committee Election

A library Post-Tenure Review Committee will be elected by a vote of the tenured library faculty. The election will be held at the first faculty meeting of the fall semester. The faculty member being reviewed will not have the option of selecting members of the peer review committee. The tenured faculty will elect from among themselves three tenured faculty, who will serve staggered, non-renewable, three-year terms. In the initial election, one tenured faculty member will be elected for a one-year term, one for a two-year term, and one for a three-year term. After the initial election, the tenured faculty will elect one tenured faculty member to fill a vacancy each year. The tenured faculty may also fill vacancies caused by resignation or other contingencies. In the event that there are not three tenured faculty in the library, the tenured faculty will make nominations and will elect from among those nominated a tenured faculty member or members from an allied discipline to serve on the post review committee. The review of the committee as well as the recommendations of the University Librarian will be reviewed by the Provost. [ASU Faculty Handbook 4.3.3.3]

Library tenured faculty serving on the Departmental Personnel Committee will not be eligible to serve on the Post-Tenure Review Committee at the same time.

F.2. Post-Tenure Review Timeline

First faculty meeting of fall semester: Tenured faculty elect Post-Tenure Review Committee.

September 15: The University Librarian will notify the Post-Tenure Review Committee of the names of those faculty members who are to be reviewed in the coming year.

September 15: The University Librarian will formally notify the faculty members who are to be reviewed in the coming year.

October 15: The Post-Tenure Review Committee will contact those faculty undergoing post-tenure review to
set a date for the portfolio discussion meeting for the spring semester.

February 1: Faculty members who are to be reviewed will submit a portfolio to Administrative Services.

No later than April 1: The Post-Tenure Review Committee’s written evaluations will be completed. The Committee is responsible for delivering the completed evaluation to the faculty member undergoing post-tenure review, and a copy to the University Librarian. The University Librarian is responsible for forwarding the Committee’s completed evaluation to the Provost.

F.3. Contents of Portfolio

The portfolio should include a dated title page, a detailed table of contents, a narrative section in numbered pages, and tabbed dividers for appendices. The portfolio should cover the preceding five years and include the following documents:

F.3.1. A brief letter of application

F.3.2. A Curriculum Vita

F.3.3. A narrative statement focusing on the last five years, in which you discuss (with references to evidence supplied by appendices) the following:

F.3.3.1. Your role and responsibilities in the library.

F.3.3.2. Reflective self-analysis along with evidence of accomplishment. Discuss your efforts to learn, improve, and grow.

F.3.3.3. Your scholarship and professional activity. See Appendix A (Guidelines for Library Faculty Activity Reports) and Appendix B (Guidelines for Library Faculty Self Evaluations) of Belk Library DPC Guidelines.

F.3.3.4. Your university and community service. See Appendix A (Guidelines for Library Faculty Activity Reports) and Appendix B (Guidelines for Library Faculty Self Evaluations) of Belk Library DPC Guidelines.

F.3.4. Appendices. These may include, but are not limited to, the following:

F.3.4.1. Written assessments and evaluations, such as annual evaluations, peer reviews of instruction, student evaluations of instruction, or SPA evaluations of coordinators. For student evaluations of instruction and peer reviews of instruction, provide a summary and a limited number of complete sets.

F.3.4.2. Copies of selected publications. For bulky items such as books, videos, CDs, or DVDs, list and annotate the item and make a copy available upon request.

F.3.4.3. Copies of materials prepared for library users, students, library personnel, and other audiences (user guides, instructional materials, policies, procedures, reports, etc.).
F.3.4.4. Unsolicited letters or e-mail messages from colleagues, library users, and others.

F.4. Written Evaluation

The post-tenure review committee shall provide to the faculty member being reviewed and the University Librarian written feedback concerning its evaluation and will designate the faculty member’s overall performance as unsatisfactory, satisfactory, or exemplary. The post-tenure review committee's feedback should include recognition for exemplary performance. All reviews must include a statement of the faculty member’s primary responsibilities* and delineate specific strengths and weaknesses as they relate to the faculty member’s performance of assigned duties.

The faculty member under review may provide a written response to the evaluation. The written response will become part of the Post-Tenure Review and will be shared with the University Librarian, who will also forward a copy to the Provost for review. [ASU Faculty Handbook 4.3.3.4]

After review by the Provost, any faculty member who receives an unsatisfactory rating in the post-tenure review will be given the opportunity to improve performance. The University Librarian will: (a) consider the written feedback from the Post-Tenure Review Committee and the faculty member; and (b) prepare a written individual professional development plan for the faculty member. A specific timeline including steps for improvement must be included in the development plan, with a clear statement of consequences should improvement not occur within the designated time line [Consequences may include discharge or demotion for “sustained unsatisfactory performance” after the faculty member has been given an opportunity to remedy such performance and fails to do so within a reasonable time, pursuant to Section 3.8.1.1 of the Faculty Handbook.] The University Librarian is encouraged to assign one or more mentoring peers to the faculty member, and the University Librarian must hold a progress meeting with the faculty member on at least a semi-annual basis during the specified time line. If the faculty member’s duties are modified as a result of a less than satisfactory rating, the development plan should indicate and take into account the new allocation of responsibilities. [ASU Faculty Handbook 4.3.3.5]

*Primary responsibilities include library responsibilities, scholarship/creative activities, and professional, university, and community service.