XI. REAPPOINTMENT, PROMOTION, OR TENURE OF FACULTY MEMBERS

Faculty scheduled for reappointment or mandatory tenure consideration are automatically reviewed as specified in the ASU Faculty Handbook, section 3.4.2. Faculty members who choose to be candidates for promotion or early tenure must notify the University Librarian by the appropriate deadline. The DPC will determine the schedule, and the University Librarian will notify the faculty. All candidates should submit a letter and curriculum vita as specified in Section XIV. Prior to the meetings, DPC members review this documentation, which resides in the Library administrative office.

11.A. Conduct of Meetings

11.A.1. The University Librarian presents to the DPC the names of the librarians who are to be considered, and reads aloud both the ASU Faculty Handbook sections and the sections of these Guidelines relevant to the action at hand.

11.A.2. Coordinators and any other interested faculty member may submit information about the candidate's performance to the DPC in writing or in person. (See the ASU Faculty Handbook 4.1.4.1.1).

11.A.3. The faculty member may submit to the chair materials that will be helpful to the committee's consideration (see Documents to Present to the DPC, Section XIV examples), and may appear before the committee to speak to the issue. The committee shall consider all materials submitted (either in writing or in person) by the candidate, by committee members, and by others who submit relevant academic information (see the ASU Faculty Handbook 3.6.2.3).

11.A.4. The DPC discusses each action before it in relation to all applicable criteria.

11.A.5. A motion is made in the affirmative, seconded, and a vote taken for each personnel action. The recommendation on each section is documented through the minutes of the meeting. (See also Section VI.I.)

11.A.6. The University Librarian makes a separate recommendation and forwards both to the appropriate administrator in Academic Affairs.
11. B. Reasons for decisions

"The decision to reappoint, promote or tenure a faculty member may be based on any factor(s) considered relevant to the total institutional interests, but those responsible for making the decision must consider the faculty member's demonstrated professional competence, potential for future contribution, and institutional needs and resources. A decision not to reappoint, promote or tenure may not be based upon (1) the faculty member's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; (2) unlawful discrimination based upon the faculty member's race, color, national origin, religion, gender, age, disability, or sexual orientation; or (3) personal malice." (ASU Faculty Handbook 3.6.2.2.)

11. C. Appointment/notification of faculty member

11.C.1. A faculty member who is to be considered for reappointment, promotion or tenure must be notified by the University Librarian in writing seven working days prior to the DPC meeting at which the faculty member's candidacy will be considered (see the ASU Faculty Handbook 3.6.2.3).

11.C.2. A faculty member who is being considered for reappointment, promotion or tenure must receive notification of the results of the DPC vote from the University Librarian within one working day, except under extenuating circumstances.

11.C.3. A faculty member who is being considered for reappointment, promotion or tenure must receive written notification of the recommendation of the University Librarian within five working days after the DPC vote, except under extenuating circumstances. At the time the materials submitted to the DPC regarding the personnel action are forwarded to the appropriate administrator in Academic Affairs, the University Librarian shall give the faculty member a brief written statement explaining the reason(s) for the recommendation (see the ASU Faculty Handbook 3.6.2.4).

11.C.4. See discussion of individual ranks below (Sec. 10.F.) for right of appointment/notification schedules for each rank.
11. D.
Reappointment

Reappointment is contingent on professional improvement of the faculty member. There is continual evaluation of faculty members to determine the extent of their professional improvement, based on guidelines and procedures developed by the Library.

11. E.
Academic Tenure

The purposes intended to be served by according the protection of academic tenure to faculty members are to secure their academic freedom and to help the institution attract and retain faculty members of high quality. While academic tenure may be withheld on any grounds other than those specifically stated to be impermissible in 3.6.3.1 of the ASU Faculty Handbook, its conferral requires an assessment of the faculty member’s demonstrated professional competence; potential for future contributions; commitment to effective librarianship as well as teaching, research, and public service; and the needs and resources of the institution. (adapted from the ASU Faculty Handbook 3.4.1.2)

Minimal criteria for tenure in the University Library are:

a. An American Library Association accredited master’s degree or an appropriate earned advanced degree for archival science unless there are exceptional circumstances;
b. An additional advanced degree;
c. Recognized effectiveness in librarianship or archival science;
d. Recognized accomplishment and active involvement in scholarship or other germane creative activity; and
e. Recognized accomplishment in professional service to the Library, to the University, and to the profession.

11. F.
Academic Ranks

In addition to an American Library Association accredited master’s degree or an appropriate earned advanced degree for archival science, the Library requires a second advanced degree for all full-time faculty positions above the rank of Instructor. Faculty members must also meet the following minimal criteria based on those specified in Section 3.4.2 of the ASU Faculty Handbook.

See Appendix C of the ASU Faculty Handbook (The University of North Carolina Policy Manual, Section 400.3.1.1) concerning required discussions relating to the primacy of teaching. In particular, in the report entitled Tenure and Teaching in the University of North Carolina, adopted by the Board of Governors on September 10, 1993, the board states that “while
neither teaching nor service nor research is the sole measure of a faculty member’s competence and contribution at any UNC institution, teaching should be the first consideration at all of the UNC institutions.”
11.F.1.
Instructor (ASU Faculty Handbook 3.4.2.4)

See Appendix C of the ASU Faculty Handbook (The University of North Carolina Policy Manual, Section 400.3.1.1) concerning required discussions relating to the primacy of teaching. See also Appendix K of the DPC Guidelines: Code of Ethics of the American Library Association.

11.F.1.a.
Minimal criteria for consideration of appointment/promotion to the rank of Instructor are:

11.F.1.a.i.
An American Library Association accredited master’s degree or an appropriate earned advanced degree for archival science or special competencies in lieu of the master’s degree, and

11.F.1.a.ii.
Evidence of potential in each of the following:
   a. Library, information, or archival science,
   b. Scholarship or other germane creative activity, and
   c. Professional service to the University and/or to the public.

11.F.1.b.
An initial appointment to the rank of instructor is for a term of one academic year. Six additional one year appointments may be granted. No reappointment to the rank of instructor may be made after seven consecutive years of employment at that rank. (But see section 3.4.2.8 of the ASU Faculty Handbook, “Special Faculty Appointments.”)

11.F.1.c.
Appointment/notification schedule

First Term (1 year): At least 90 calendar days before the first term of appointment ends, the instructor shall receive written notice whether, when the current term expires, the instructor will be reappointed at rank for another term, promoted to the rank of assistant professor, appointed to a special faculty appointment as provided in section 3.4.2.8 of the ASU Faculty Handbook, or not reappointed.

Second Term (1 year): An instructor appointed to a second one-year term shall receive a similar notice not less than 180 calendar days before that term ends. During the last 180 calendar days of the second consecutive year of
employment, the institution may notify the instructor that employment will be terminated at the end of the third year of employment.

Third – Sixth Consecutive Terms (1 year each): Before the end of the third consecutive term, an instructor who has not been notified that employment will be ended in that year as provided in the preceding sentence shall receive a written notice whether, when the current term expires, the instructor will be reappointed at rank, promoted to the rank of assistant professor for the two-year term at that rank, appointed to a special faculty appointment as provided in section 3.4.2.8 of the ASU Faculty Handbook, of at least a one-year duration, or offered a terminal appointment of one academic year at the end of the current term.

The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment of one academic year at the same rank. The decisions herein required shall be made as provided in section 3.6.2 of the ASU Faculty Handbook.

11.F.1.d.
Nothing in these regulations shall be construed to preclude a faculty member from seeking and being recommended for promotion at any time.
11.F.2. Assistant Professor (ASU Faculty Handbook 3.4.2.5)

See Appendix C of the ASU Faculty Handbook (The University of North Carolina Policy Manual, Section 400.3.1.1) concerning required discussions relating to the primacy of teaching. See also Appendix K of the DPC Guidelines: Code of Ethics of the American Library Association.

11.F.2.a. Minimal criteria for consideration of appointment/promotion to the rank of Assistant Professor are:

11.F.2.a.i. An American Library Association accredited master’s degree or an appropriate earned advanced degree for archival science unless there are exceptional circumstances;

11.F.2.a.ii. An additional advanced degree;

11.F.2.a.iii. Demonstrated ability in library, information, or archival science;

11.F.2.a.iv. Evidence of ability in each of the following:
   a. Scholarship or other germane creative activity, and
   b. Professional service to the university and/or to the public; and
   c. Willingness to participate in institutional affairs.

11.F.2.b. An initial appointment to the rank of assistant professor is for a probationary term of four academic years.

Before the end of the third year of the four-year probationary term, the assistant professor shall receive written notice whether, when the current term expires, she or he will be reappointed at that rank for a second probationary term of three years or not be reappointed.

Before the end of the second year of the three-year term as assistant professor, the assistant professor shall receive written notice whether she or he will be reappointed with permanent tenure at the same or higher rank or not be reappointed.
11.F.2.c.
Credit Toward Tenure and Promotion for Service Elsewhere

A newly hired assistant professor may submit to her or his departmental chair a written request (with appropriate supporting documentation) that up to, but no more than, three years served elsewhere in a tenured or tenurable position (or in an equivalent position) may be counted toward tenure and promotion at Appalachian State University.

A newly hired assistant professor seeking credit for service elsewhere must submit her or his request for credit to the departmental chair within thirty (30) calendar days from the first day of classes in the term in which the assistant professor’s employment with Appalachian State University begins. After review of the assistant professor’s request and supporting documentation, the departmental chair may, in her or his discretion, recommend to the relevant dean that the newly hired assistant professor be granted up to three years credit. The dean shall review the departmental chair’s recommendation and the supporting documentation, and shall in turn forward to the Provost the dean’s recommendation as to whether and to what extent to grant the assistant professor credit for service elsewhere. The final decision, which shall rest with the Provost, shall be based on the documentation provided and shall be irrevocable. (ASU Faculty Handbook 3.4.2.5.4.1.1)

11.F.2.d.
Temporary Suspension of Probationary Period with Respect to Permanent Tenure

The probationary service with respect to permanent tenure of an assistant professor who has been granted a leave or course-load reduction under the terms of section 4.9.1.1 (g) of the ASU Faculty Handbook shall be calculated in accordance with the provisions of that section as provided in section 3.4.2.5.4.2 in the ASU Faculty Handbook.

The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment for one academic year at the same rank. The decisions herein required shall be made as provided in section 3.6.2 of the ASU Faculty Handbook.

11.F.2.e.
Promotion to Associate Professor

A promotion at any time from the rank of assistant professor to the rank of associate professor constitutes an initial appointment with tenure or for a
probationary term of up to five academic years at the latter rank, with the incidents described for that term in section 3.4.2.6 of the ASU Faculty Handbook.

11.F.2.f.
Nothing in these regulations shall be construed to preclude a faculty member from seeking and being recommended for promotion or permanent tenure at any time.
11.F.3. 
Associate Professor (ASU Faculty Handbook 3.4.2.6)

See Appendix C of the ASU Faculty Handbook (The University of North Carolina Policy Manual, Section 400.3.1.1) concerning required discussions relating to the primacy of teaching. See also Appendix K of the DPC Guidelines: Code of Ethics of the American Library Association.

11.F.3.a.  
Minimal criteria for consideration of appointment/promotion to the rank of Associate Professor are:

11.F.3.a.i.  
An American Library Association accredited master’s degree or an appropriate earned advanced degree for archival science unless there are exceptional circumstances;

11.F.3.a.ii.  
An additional advanced degree;

11.F.3.a.iii.  
At least five years of appropriate experience;

11.F.3.a.iv.  
Recognized effectiveness in library, information, or archival science;

11.F.3.a.v.  
Recognized accomplishment and active involvement in scholarship or other germane creative activity;

11.F.3.a.vi.  
Recognized accomplishment in professional service to the Library, to the University, and to the profession; and

11.F.3.a.vii.  
Willingness to participate in institutional affairs

11.F.3.b.  
An initial appointment to the rank of associate professor is made with tenure or for a probationary term of up to five academic years. The length of this initial appointment takes into account credit toward tenure and promotion for service elsewhere.
11.F.3.c.
Appointment/notification schedule

Before the end of the probationary term, the associate professor shall receive written notice whether she or he will be recommended for permanent tenure at the same or higher rank when the current term expires or not be reappointed, consistent with the schedule of "Notice of Reappointment or Nonreappointment" specified in section 604A (1) of The Code of The University of North Carolina:

a. During the first year of service at the institution, the faculty member shall be given not less than 90 calendar days' notice before the employment contract expires;

b. During the second year of continuous service at the institution, the faculty member shall be given not less than 180 calendar days' notice before the employment contract expires; and

c. After two or more years of continuous service at the institution, the faculty member shall be given not less than 12 months' notice before the employment contract expires.

11.F.3.d.
Temporary Suspension of Probationary Period with Respect to Permanent Tenure

The probationary service with respect to permanent tenure of an associate professor who has been granted a leave or course-load reduction under the terms of section 4.9.1.1 (g) shall be calculated in accordance with the provisions of that section as provided in section 3.4.2.6.4.1 in the ASU Faculty Handbook.

The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment for one academic year at the same rank. The decisions herein required shall be made as provided in section 3.6.2 of the ASU Faculty Handbook.

11.F.3.e.
Promotion to Professor

A promotion at any time from the rank of associate professor to the rank of professor confers permanent tenure from the effective date of the promotion. Since this promotion confers permanent tenure, it must be approved by the Chancellor and the Board of Trustees.
11.F.3.f.
Nothing in these regulations shall be construed to preclude a faculty member from seeking and being recommended for promotion or permanent tenure at any time.
Professor (ASU Faculty Handbook 3.4.2.7)

See Appendix C of the ASU Faculty Handbook (The University of North Carolina Policy Manual, Section 400.3.1.1) concerning required discussions relating to the primacy of teaching See also Appendix K of the DPC Guidelines: Code of Ethics of the American Library Association.

11.F.4.a.  
Minimal criteria for consideration of appointment/promotion to the rank of Professor are:

11.F.4.a.i.  
An American Library Association accredited master’s degree or an appropriate earned advanced degree for archival science unless there are exceptional circumstances;

11.F.4.a.ii.  
An additional advanced degree;

11.F.4.a.iii.  
At least ten years of appropriate experience;

Recognized skill in library, information, or archival science;

11.F.4.a.v.  
Outstanding reputation in each of the following:

a. Scholarship or other germane creative activity,

b. Professional service to the university and/or to the public; and

11.F.4.a.vi.  
Demonstrated ability in and willingness to participate in institutional affairs.

11.F.4.b.  
An initial appointment to the rank of professor shall be made with permanent tenure.
11.G. Values and Assumptions

11.G.1 Professional ethics

For standards expected of all library faculty, see Appendix K of the DPC Guidelines: Code of Ethics of the American Library Association.

Professional ethics is defined for faculty members in the ASU Faculty Handbook 4.7:

Faculty members, guided by a deep conviction of the worth and dignity of the transmission and advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility is to seek and to state the truth as they see it. To this end they are expected to devote their energies in the development and improvement of their scholarly competencies. They are expected to accept this obligation of exercising responsible and critical self-discipline and judgment within the boundaries of the law in using, extending, and transmitting knowledge. They are expected to practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise either their own freedom of inquiry or that of their colleagues and students. (ASU Faculty Handbook 4.7.1)

As teachers, faculty members encourage the free pursuit of learning in all students, holding before them the best scholarly standards of their discipline. They are expected to demonstrate respect for the student and to adhere to their proper roles as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to attain a conscientious and fair evaluation of students. They respect the confidential and ethical nature of the relationship between professor and student. They are expected to avoid scrupulously any exploitation of students for their personal advantage and should apprise themselves of state and federal regulations governing such matters as sexual harassment and religious proselytizing. They acknowledge significant assistance from their students and protect their academic freedom. (ASU Faculty Handbook 4.7.2)

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend within the boundaries of the law the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They avoid conflicts of interest, acknowledge their academic debts and strive for objectivity in their professional judgment of colleagues. They are expected to accept their share of faculty responsibility for the governance of the institution. (ASU Faculty Handbook 4.7.3)

11.G.2 The common good
Promotion and tenure policies establish rigorous standards for library faculty. These benchmarks for reappointment, promotion, and tenure are measures that help attract and retain professional, productive, and motivated faculty who will develop and promote innovative, high quality library services, and contribute to the profession in scholarship and service.

11.G.3. Mutual commitment

Granting tenure implies a long-term commitment by the University. In addition to academic freedom, tenure “refers to the protection of a faculty member against involuntary suspension or discharge from employment or reduction in rank except upon specified grounds and in accordance with the procedures provided in section 3.8.2 or against termination of employment except as provided for in section 3.7.” (ASU Faculty Handbook 3.4.1) In return, the library faculty member makes an ongoing commitment to the profession of librarianship and to the University. Appalachian State University library faculty have an obligation to remain professionally informed, to disseminate the results of their scholarly work, and to engage in service.

11.G.4. Equitable treatment

Decisions regarding promotion and tenure are among the most important made by a university. Guidelines for promotion and tenure should be explicit enough to ensure that faculty members understand the criteria by which they will be evaluated. The goal is to establish a system that is equitable in its requirements regardless of individual differences in philosophy and responsibilities.

11.G.5. Organizational support

The University Library seeks to provide the kind of support that encourages maximum growth and development of library faculty through opportunities for funding, reassigned time, and collegial assistance and cooperation.
11.H.
Exposition of Criteria

Professional Responsibilities

In keeping with the multifaceted nature of the discipline, library faculty members engage in a broad spectrum of activities such as teaching; reference and outreach services; development of information resources and systems; bibliographic control and organization of information; and administration and planning.

Candidates for tenure must provide evidence of recognized skill in their professional responsibilities. Such evidence must include but is not limited to the following:

- Positive peer evaluations and, if applicable, positive peer and student evaluations of instruction.
- Demonstrated ability to set and accomplish appropriate goals.
- Evidence of continued education within the profession.
- Demonstrated effectiveness in applying one’s expertise to information analysis, in developing timely access to research-level information resources, or in offering user-centered library services to further learning, teaching, and research.
- Demonstrated ability to work cooperatively and collaboratively to further the mission and goals of the Library and the University.
- Evidence of innovation and creativity in the candidate’s area of professional responsibility.
- Evidence of leadership in team and committee work within the Library.

Scholarship

Scholarship may promote the discovery, integration, application, or teaching of knowledge, based on the forms defined by Ernest Boyer in Scholarship Reconsidered: Priorities of the Professoriate (1997). Scholarship of discovery pursues new knowledge. Scholarship of integration synthesizes and interprets knowledge to provide perspective. Scholarship of application solves problems for a larger community using knowledge from one’s particular field of expertise. Scholarship of teaching and learning contributes to knowledge about how people learn.

Candidates for tenure must present at least three scholarly products from the past six years. Products can be in any medium. At least one of these products
must come from category A. Acceptable scholarly products include but are not limited to:

Category A

  a. Edited or authored monograph
  b. Edited collection of essays.
  c. Edited journal special issue.
  d. Edited or authored text or textbook.
  e. Authored or co-authored, refereed, scholarly article.
  f. Authored or co-authored book chapter.
  g. Authored or co-authored paper published in national or international refereed conference proceedings.
  h. Externally funded grants.

Category B

  a. Refereed presentation at a national or international conference.
  b. External unfunded proposals and funded, internal proposals.
  c. Editor of journal or magazine.
  d. Serve on the editorial board for a publisher, journal, or magazine.
  e. Reader/reviewer for a publisher, journal, or magazine.
  f. Non-refereed article for a magazine or journal with a national audience.
  g. Two or more articles published in non-refereed sources.
  h. Two or more presentations at state or regional conferences.
  i. One sizeable or two or more shorter articles for an encyclopedia.
  j. Two or more book reviews.

11.H.2.b.
Scholarly products completed prior to the current six years may be submitted as additional evidence.

11.H.2.c.
Long-term and ongoing projects with appropriate evidence may be used to document commitment to future scholarship. A narrative may accompany tenure materials to provide evidence of a research agenda as well as potential for future scholarship.
11.H.3. Service

11.H.3.a. Professional service is highly valued by library faculty. Contributions to the profession may be made in librarianship, information studies, archival science, higher education or other areas of academic interest. Candidates are expected to demonstrate a consistent record of service beyond their assigned library responsibilities, with contributions at each of the following levels: Library, University, and professional. Candidates must also provide evidence of substantial contributions in at least one of these levels.

11.H.3.b. Examples of service include but are not limited to:

   a. Participation in Library or WNCLN committees.
   b. Participation in University committees or task forces, or in faculty governance.
   c. Participation in professional groups and associations at the local, state, regional, or national level.
   d. Participation in University student organizations and activities.
   e. Outreach events that promote professional goals while benefiting the local, state, or national community.
   f. Planning/organizing University-sponsored events.
   g. Consulting or participating in activities related to one’s professional expertise.
   h. Teaching or facilitating workshops for librarians, educators, or students outside one’s library responsibilities.
   i. Mentoring/collaborating with colleagues to develop professional skills.

11.H.3.c. Examples of evidence supporting substantial contributions include but are not limited to:

   a. Letters of commendation.
   b. Awards.
   c. Increasing levels of responsibility within the service sector of an organization.
   d. Description and/or examples of contributions in the portfolio.