

# 8.4 Library Faculty

## 8.4.1 Criteria for Promotion

Promotion in library rank at Mines for library faculty is based on the quality of a faculty member's overall performance in professional responsibility, scholarship or research, and service. [The minimum qualifications for appointment to the various library faculty ranks are set forth in Section 4.4.]

The decision whether or not to promote a faculty member lies solely within the discretion of the Board.

## 8.4.2 Library Promotion Committee

The Library Promotion Committee reviews the promotion application taking into account the standards and practices of the Candidate's discipline. While it is the responsibility of the University Librarian to facilitate the development of faculty in the department, Candidates are encouraged to seek broader input and guidance from members of the Library Promotion Committee.

At the time of application for promotion, the Library Promotion Committee shall examine the Candidate's dossier and:

- A. in relation to guidelines and criteria established by the institution, evaluate the candidate's suitability for promotion; and
- B. make a written recommendation to the University Librarian regarding the candidate's suitability for promotion. The Library Promotion Committee shall determine the process followed in producing this recommendation.

The Library Promotion Committee shall consist of all full-time library faculty members of a rank equal to or higher than the rank aspired to by the candidate, but it shall not include the University Librarian.

If fewer than three library faculty members are eligible to serve on this committee, the University Librarian shall consult with the Library Promotion Committee and the Associate Provost and select enough full professors from the academic departments to bring the total number of Library Promotion Committee members up to three. Non-library members of the Library Promotion Committee shall serve one-year terms and must be approved by the Dean overseeing the host department.

## 8.4.3 Promotion Application Process

At the time a promotion is desired, it is the responsibility of the faculty member, in consultation with the University Librarian, to submit a formal promotion application with appropriate supporting documentation to Mines for promotion review pursuant to the process specified in paragraph 8.4.4 below.

## 8.4.4 Promotion Review Process

The following is a general outline of the promotion review process for all library faculty at Mines:

- A. Candidates must submit applications (i.e., dossiers) to the University Librarian. Academic Affairs shall disseminate the required format of the dossier, and the submission and promotion review process deadlines prior to the close of each Spring semester.

- B. The University Librarian shall convene the Library Promotion Committee as defined in Section 8.4.2, transmit the dossier to the committee, and appoint a committee member to chair deliberations.
- C. The University Librarian shall solicit external reviewer evaluations from experts in the Candidate's field.
- D. The Library Promotion Committee shall examine the dossier and prepare a written recommendation including the results of the vote that becomes part of the dossier. In the case of a split vote, the written recommendation(s) must reflect all viewpoints. The dossier shall be forwarded to the University Librarian.
- E. The University Librarian shall prepare a written recommendation that becomes part of the dossier. The University Librarian shall share her/his recommendation and the recommendation(s) of the Library Promotion Committee with the Candidate. Prior to sharing the recommendations with the Candidate, information that could disclose the identities of external reviewers or individual committee members shall be redacted. The Candidate may respond to the recommendations in order to correct factual errors. This response must be provided in writing to the University Librarian within three (3) business days. This response shall be included in the dossier before being forwarded to the next level for review.
- F. The University Librarian shall forward the dossier to the Provost for transmission to the University Promotion and Tenure Committee.
- G. The University Promotion and Tenure Committee shall conduct a thorough and independent review of the dossier and prepare a written recommendation for the Provost.
- H. The Provost shall review the entire dossier and submit his or her recommendation to the President. In assessing the dossiers, the Provost may confer with any other parties who have relevant information on a pending application.
- I. The President shall convey the Provost's recommendation to the Board of Trustees, which has the final authority to grant or deny promotion for each candidate.
- J. If a need for clarification arises at any stage of the review process, any of the parties reviewing the dossier (University Librarian, Library Promotion Committee, etc.) may contact the Candidate to request more information, which shall be included in writing in the dossier before proceeding to the next step of the review process. In addition, a reviewing party may request clarification from any previous reviewer who has evaluated the dossier.
- K. The Provost shall provide written notification to each Candidate of the results of his or her promotion application. Decisions shall be reflected in the official records of Mines. Any compensation adjustments resulting from a favorable decision shall be made effective at the beginning of the next academic year. However, Candidates may begin professional use of their new status, faculty rank, and exercise the responsibilities of the new rank immediately. Written recommendations produced by the University Committee may, upon Candidate request, be made available at the conclusion of the review process.
- L. In the case of an unfavorable decision, the Candidate may appeal the decision pursuant to the Promotion and Tenure Decision Appeal Procedure set forth in Section 8.5.