TENURE

The granting of tenure to a library faculty member shall be based on faculty activity reports, annual evaluations by the library director, recommendations of the library tenure committee’s annual review of each tenure-track candidate, and a consideration of all appropriate documentation.

Overview

The Library Faculty Tenure Committee shall review the performance of each non-tenured, tenure-track member of the library annually. This review is completed before March 1 for faculty in the first year of employment, before December 15 for faculty in the second year of employment, and before the end of the spring semester thereafter. The committee has access to the evaluation file prepared by the Director of Libraries. The Library Faculty Tenure Committee reviews the evaluation material and recommends to the Director of Libraries either continued employment or termination of the faculty member. The Tenure Committee makes recommendations to the Director related to areas of strength and concerns that should be addressed with the faculty member in the annual evaluation interview. Termination is subject to policies concerning notification; continuation is subject to policies concerning the maximum probationary period.

Normally, library faculty are not considered for tenure until the end of the prescribed probationary period. The probationary period for tenure consideration in the Board of Trustees System is six years. However, the tenure committee may, in extraordinary cases, make a recommendation for tenure before the probationary period is complete. In this case, the recommendation must be accompanied by an accounting of compelling reasons for this action. Non-tenured faculty should apply for tenure only toward the end of the probationary period (sixth year). Application for tenure should be made at the time the faculty activity reports are submitted.

During the review of tenure applications, the Library Tenure Committee shall have access to the cumulative evaluation file for the applicant. After reviewing all applications and supporting material, the committee shall forward recommendations to the Director. Disapproval of tenure at the end of the probationary period is equivalent to
recommending termination of the faculty member. The Director forwards recommendations for tenure or termination to the Provost and Vice President for Academic Affairs. When the tenure committee and the Director disagree, the Provost will seek to resolve this difference. The Provost then forwards a recommendation to the President, whose action shall be submitted to the System President. Final authority for granting or denying tenure shall rest with the Board of Trustees. Under no circumstances shall tenure status be achieved without specific action of the Board of Trustees. (Faculty Handbook, Northwestern State University of Louisiana, II. 32-40.)

Criteria for tenure:

I. Academic Activities

   a. Demonstrates competence in fulfilling position requirements
   b. Adapts to changing conditions in position
   c. Responds appropriately and in a timely manner to requests from administrators; division chairs; committee chairs; library secretary; and university faculty, staff and students.
   d. Maintains professional growth and expands knowledge in relation to position
   e. Works cooperatively with other library faculty and staff
   f. Develops new and innovative procedures and programs
   g. Supervises student workers, paraprofessional staff, and professional librarians.

II. Research and Professional Activities

   A. Publishes appropriate to the academic assignment: books, articles in scholarly journals, book reviews, book talks
   B. Develops new areas or levels of academic competence
   C. Presents at professional meetings
   D. Participates in professional seminars, symposia, and staff development activities
   E. Attends professional meetings
   F. Writes, obtains, and directs grants
   G. Maintains memberships in professional associations
   H. Holds offices in professional organizations
   I. Serves as editor or referee for scholarly publications or on editorial boards
   J. Serves as grant reviewer
   K. Serves on professional boards, task forces, or accreditation teams
   L. Receives honors, awards, or other professional recognition.

III. University and Public Service

   1. Chairs library and university committees
   2. Serves as a member of library and university committees
3. Serves in faculty senate or on university task force
4. Advises or sponsors university activity
5. Represents university on a board or committee
6. Recruits and assists in retention of students
7. Provides service to professional or educational institutions
8. Provides service to general public related to professional expertise and university mission.