

PERSONNEL DOCUMENT:  
POLICIES GOVERNING FACULTY AND NON-CLASSIFIED SERVICE . . .

Addendum 1:  
Guidelines for Third-year Review of  
Tenure-track Library Faculty

[The guidelines below will be inserted into our current Personnel Document as Roman numeral IV. This section will fall between the current section III (Successive Appointments) and current section IV (Tenure and Promotion Decisions), which will be renumbered to section V. Current section V (Post-Tenure Review) would be renumbered to section VI.]

**IV. Third-Year Review**

To provide tenure-track faculty members guidance and assistance in their professional development and academic responsibilities, the University Libraries have adopted the following procedures for a third year review for tenure-track faculty as a supplement to the annual review. The third year review is in lieu of the standard reappointment committee report for that year.

The review will assess the candidate's progress toward a positive recommendation for tenure, and provide him or her with advice and analysis resulting from this cumulative review. The report from this review will include comments on performance, scholarship, and service and may offer suggestions on the format and presentation of dossier materials. Due to the developmental purpose of this review, both areas of excellence and areas needing improvement must be clearly and prominently identified in the report. The report will include suggestions to remedy any specific deficiencies that may be identified and offer strategies to improve the chances of the candidate moving successfully towards tenure.

A. A complete dossier which describes and evaluates the compilation of the three years of work and the progress/goals that have been met in those three years shall be submitted by the candidate. This review shall follow the order of the outline in the campus Faculty Review Checklist, and be submitted by the date specified in the library calendar. The dossier also shall include all previous annual reviews, reports of the Reappointment Committee, and other required supporting documents for tenure *except* external evaluations. (See V. A. 1: Tenure and Promotion Decisions: Evaluative Materials).

B. The dossier shall be reviewed in detail by members of the reappointment committee. The committee may seek additional information or clarification of points in the submitted dossier. The committee shall prepare a summary of the candidate's progress towards tenure in the areas of performance, scholarship, and service.

C. Upon completion of this summary, the chair of the reappointment committee shall ask the LHRO to call a meeting of the entire tenure committee, to gather additional input for the reappointment committee's deliberations and report. The candidate's dossier will be available for perusal by the members of the tenure committee. The chair of the reappointment committee will serve as chair of the meeting of the tenure committee, and a member of the reappointment committee will serve as secretary.

The chair of the reappointment committee shall report its summary findings to members of the tenure committee. After discussion, the chair may ask for an indication of the opinion of the tenure committee members regarding the candidate's satisfactory progress.

D. After the meeting with the tenure committee, the members of the reappointment committee shall vote on whether or not to recommend reappointment of the tenure-track faculty member. The chair of the reappointment committee shall submit to the dean and candidate the written report evaluating the faculty member's overall progress toward tenure, including the result of their vote.

Schedule to be reflected in library calendar ("Schedule for Library Faculty Governance and Personnel Matters"):

November 1	Dossiers for candidates for third year review, tenure, promotion, university professor, and distinguished professor are due to LHRO.
November 2	LHRO announces first meetings of Tenure, Promotion, and/or Reappointment committees, as needed.
November 22	Tenure and Promotion committees send copies of their recommendations, rationale, and numerically recorded vote to the dean, the candidates, and LHRO.
December 1	The Reappointment committee sends a copy of its own recommendations, rationale, and numerically recorded vote to the dean, to the candidates for third-year review, and to LHRO.

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