



Sam Houston State University  
Newton Gresham Library  
Academic Policy Statement 900417  
Faculty Reappointment, Tenure, and Promotion  
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“However, tenure does not create a property interest in any attributes of the faculty position beyond the annual salary. By way of example only, tenure does not create a property interest in laboratory space, a particular office, the



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4. GENERAL PROCEDURAL GUIDELINES

4.01 For purposes of tenure, the term “tenure unit” is defined as the faculty of

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resources. Such activities distinguish an effective librarian and  
include, but are not limited to:

a. Planning, organizing, coordinating and assessing Library  
services, facilities, and resources.

b. Exercising informed, professional initiative and  
judgment to enhance Library services and augment Library  
resources including identifying and locating materials  
available from sources outside the Library's print and  
electronic collections.

c. Applying knowledge of the University's curriculum and  
programs as well as interaction with other faculty members  
to the development of Library resources/services, thereby  
supporting the teaching and research goals of the  
University.

d. Using collection management techniques to develop,  
enhance, and preserve the Library's resources and research  
collections.

e. Developing and using bibliographic and information  
systems that facilitate access to information and research  
resources.

f. Participating in awareness and outreach activities related  
to library resources and services.

g. Instructing Library users in classroom and one-to-one  
situations on how to develop research skills and methods.

h. Exercising excellent written and oral communication  
skills.

i. Contributing to policy formulation for departments and  
for the Library as a whole, including preparing reports and  
statistics used in decision-making related to policy.

j. Maintaining current awareness of trends in academic  
libraries and librarianship as well as in areas of  
specialization.

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- k. Participating in professional development activities to update skills or to gain new expertise.
2. Scholarly and/or Creative Accomplishment: For most disciplines, this category consists of research and publication. For the Newton Gresham Library it may include other forms of creative works and activities including





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- 5.03 All recommendations for reappointment, tenure, and/or promotion or assessment of progress toward such shall be based on the above categories and standards. Although these documents will be provided to the faculty member at the outset of employment in a tenure track position, it is the faculty member's responsibility to know these criteria.

## 6. FACULTY REVIEW PORTFOLIO

- 6.01 For a faculty member to be considered for promotion and/or tenure, the faculty member must prepare a Faculty Review Portfolio. The Faculty Review Portfolio may contain any information or materials that the individual deems pertinent for consideration. The Library Director may, on behalf of the University, place in the portfolio file any additional information that may be pertinent to the faculty member's status.
- 6.02 For a faculty member to have an application considered for promotion and/or tenure, he/she must assure that the Faculty Review Portfolio contain a complete, accurate and truthful record of accomplishments that is organized under the following headings:
- a. Curriculum vitae including at least:
    1. Academic training
    2. Summary of work experience
    3. Scholarly and creative contributions (juried contributions must be listed separately)
    - 4.

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7. LIBRARY PROMOTION AND TENURE ADVISORY COMMITTEE (LPTAC)

7.01

Revised July 31, 2005; **September 6, 2006, August 1, 2009, April 19, 2012** in the form of a preview vote, regarding the probationer's progress toward tenure. The general result (whether the majority vote was favorable or not favorable) should be reported to the probationer by the Library Director. A written summary of the LPTAC's assessment and the Library Director's review shall be kept in the probationer's tenure file.

## 8. REVIEW OF PROBATIONARY FACULTY

8.01 Formative review of faculty is an ongoing process. A faculty member in the first year of probationary service as an instructor, assistant professor, or non-tenured associate professor is reviewed by the Library Director and tenured faculty based on the performance categories outlined above. If the progress of the faculty member toward meeting the required standards of performance is judged to be insufficient, the Library Director may notify the faculty member of his/her non-reappointment.

8.02 If the progress of the faculty member toward meeting the standards of performance required for eligibility for tenure and/or promotion to assistant or associate profesS04 Tw 1002 T3.n.9 (a)-0(uf.pe8y1o)2 (r0d)2 (s)1 ( o)2 (f th)2 (i0 12 494.04 65

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termination of employment is for good cause or program reduction or  
abandonment.

9. ELIGIBILITY FOR COMMITTEE SERVICE

Department/school chairs, deans, directors, and vice presidents are not eligible to  
serve on the LPTAC. The Library Director, in an ex officio capacity, may attend  
LPTAC meetings, except during actual tenure votes, to provide information and to act  
as recorder.

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development, and service to all stakeholders; professionalism; a spirit of collegiality and cooperation within the Newton Gresham Library and the University; and a likelihood of continued excellence. Guidelines for consideration for promotion to Associate Professor include:

#### Librarianship and Professional Development

- Higher than average performance as defined by Library Director in consultation with the tenured faculty.
- Evidence of development and incorporation of new materials and technology where appropriate
- Evidence of exercising informed, professional initiative and judgment to enhance Library services and augment Library resources
- Increasing participation in planning and development of library programs and activities
- Attendance at or participation in professional conferences, seminars, workshops, or short courses (continuing professional education)
- Membership in appropriate professional organizations
- Participation in educational activities of professional organizations.

#### Research and Scholarly Activity:

- Active participation in scholarly achievement as evidenced by a combination of items or activities from the Library's Criteria for Scholarly and/or Creative Accomplishments (See Appendix B, Category 2). During the normal term in rank there should be least six (6) citations, with at least two (2) being in peer-reviewed/prestigious journals.
- Promise of sustained growth in scholarly activity

#### Professional Service:

- A record of continuing service to the Library, University, profession, and community.

#### Collegiality:

- Functions as an effective professional in accomplishing the goals of the Library and the University.
- Works with colleagues in a positive productive manner to accomplish the goals and objectives of the Library program and the University, e.g. participates on teams/committees to accomplish Library projects and objectives.
- Coordinates the functions of the assigned work area with other areas of the Library to accomplish goals and objectives.

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- Develops and maintains cooperative and effective working relationships with administrators, peers, and staff; shares in unit/departmental responsibilities and activities.
- Negotiates and compromises in order to develop/reach workable solutions.
- Collaborates with colleagues in the Library and across campus on specific activities, projects, and approaches.

#### For Promotion to Professor – Research Intensive

For promotion to Professor, candidates must possess the appropriate terminal degree and normally must have at served at least five and one-half years as an Associate Professor. A candidate must demonstrate the highest levels of attainment in the criteria appropriate to their work assignment, a history of leadership and cooperation at all university levels, and a likelihood of continuing excellence and achievement. Guidelines for consideration for promotion to Professor include:

#### Librarianship and Professional Development

- Higher than average performance as defined by the Library Director in consultation with the tenured faculty
- Sustained evidence of development and incorporation of new materials and technology where appropriate
- Sustained evidence of exercising informed, professional initiative and judgment to enhance Library services and augment Library resources
- Sustained record of participation in planning and development of library programs and activities.
- Sustained attendance at or participation in professional conferences, seminars, workshops, or short courses (continuing professional education)
- Sustained membership in appropriate professional organizations
- Sustained participation in educational activities of professional organizations

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For Promotion to Professor – Librarianship Intensive



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Category 3 --Service Activity

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4. Service to External Communities comprises, but is not limited to:
  - Adjudicating for competitions in the arts, sciences, and humanities
  - Testifying before the legislature and Congressional committees
  - Serving as an expert for agencies, organizations, and media outlets
  - Collaborating with schools, other libraries, and civic agencies to develop policies or programs which advance the University or Library mission
  - Conducting program, policy, and personnel evaluation research for other institutions and agencies
  - Consulting and providing technical assistance to public and private organizations
  -

Documentation of Service Activity can include, but is not limited to:

1. Descriptions of Service Activities
  - Summary of responsibilities and activities
  - Analyses of work accomplished
2. Documented Outcomes
  - Number of people served and benefited
  - Official documents and reports resulting from an activity
  - Illustrations of ways in which the activity enhanced the University
  - Log of activities e.g., programs presented
  - Visibility of the activity, e.g. international, national, regional, local
  - Letters of appointment to committees, teams, etc.
3. Assessment of Service
  - Evaluations and letters from receivers of service
  - Evaluations from sponsoring organizations
  - Evaluations from faculty colleagues and other peers
4. Eminence Measures
  - Honors or awards recognizing service
  - Election or appointment as officer in professional organizations, faculty committees, and/or Library committees

