

OREGON INSTITUTE OF TECHNOLOGY

Academic Rank and Promotion for Library Faculty OIT-20-041

This policy outlines eligibility requirements and criteria for promotion. For each succeeding academic rank, expectations of performance and leadership are higher. Library faculty at the instructor level, for instance, are expected to have effective library skills and current knowledge of the discipline, but they cannot be expected to make a strong administrative contribution. Library faculty with the rank of full professor, on the other hand, are expected to be excellent librarians, and show evidence of continuing professional development. Appointments to intermediate ranks will be judged on the basis of a candidate's progress along these lines of development. The promotion process will take place during Winter and Spring terms.

Following four full years in their current rank, library faculty will be eligible to apply for promotion in Winter of the fifth year. Under no circumstances should promotion be considered automatic after four years in current rank.

The Provost shall inform all new library faculty, at the time of initial appointment, that they may negotiate credit toward time in rank. Credit granted toward time in rank may be awarded only with mutual endorsement of both the Provost and Library Director.

Sabbatical leave enhances the library faculty member's expertise and value to the college; therefore, time spent on sabbatical leave will be credited toward time in rank to satisfy eligibility requirements for promotion.

Promotion decisions will be based on the library faculty member's portfolio, outlining and providing context for the achievements within the five most recent years. Candidates must satisfy all promotion criteria. However, an equal emphasis across criteria is not required. In preparing their portfolios, candidates shall refer to the Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review.

Professional performance, or librarianship, occupies a central position among librarian duties. Librarianship may include some or all of the following activities:

- Fostering learning environments that promote information competencies, inquiry and analysis, and critical thinking while encouraging lifelong learning
- Contributing to the design, improvement, and assessment of courses, curricula, and research activities
- Managing, developing, and creating the libraries' collections, as well as facilitating intellectual and physical access to the libraries' collections that foster diverse perspectives
- Performing professional service for the library, the institution, and outside agencies such as consortia or library associations
- Pursuing ongoing professional development and scholarship

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Instructor to Assistant Professor

Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, ALA accredited master's degree, six years appropriate professional experience, and/or postgraduate work beyond the master's degree.

However, instructors who complete the master's before serving four full years in rank will be eligible to apply for promotion the following April if they meet all other criteria.

Criteria for Promotion:

Demonstrate competency in librarianship as defined above.

Demonstrate service by contributing to departmental objectives and by participating in activities outside the department as in Faculty Senate, active committee work, and professionally-related public service.

Show promise of continuing professional development, scholarship, and creativity. Professional development may be evidenced in a broad variety of activities. This may include, but is not limited to, consulting work and participation in professional organizations at the state, regional, or national/international level.

Assistant Professor to Associate Professor

Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, ALA accredited master's degree, eight years appropriate professional experience, and/or postgraduate work beyond the master's degree.

Criteria for Promotion:

Demonstrate excellence in librarianship as defined above.

Demonstrate service by contributing to departmental objectives and by participating in campus activities outside the department as in Faculty Senate or active committee work. Engage in professionally-related public service and/or mentor less experienced faculty whenever possible.

Show evidence of continuing professional development, scholarship and creativity. Professional development may be evidenced in a broad variety of activities. This may include, but is not limited to, continuing coursework, or professional certification, consulting work, publication, applied research, and/ or by contributing to state, regional, or national/international professional organizations.

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Associate Professor to Professor

Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, ALA accredited master's degree, twelve years appropriate professional experience, and/or postgraduate work beyond the master's degree. Indefinite tenure is not a requirement because library faculty members are not currently eligible for tenure.

Criteria for Promotion:

The rank of Professor is the highest rank attainable in the academic profession. Appointment or promotion to this rank therefore requires evidence of exceptional distinction by a combination of leadership, accomplishment, and service in the scholarly, educational, and intellectual life of the Institute or wider academic community. In itself a long period of service does not justify promotion to the rank of full Professor.

Promotion to Professor recognizes that the candidate has demonstrated a history of distinction in leadership or scholarship, which goes substantially beyond what was expected for promotion to associate professor and has a positive impact on the academic community beyond the faculty member's own department. This may occur through leadership in shared governance or other university-wide activities, through other forms of leadership, or through distinction in scholarship.

OIT is an institution that practices shared governance, which requires that leadership qualities are fostered and rewarded among the faculty. Faculty ensure institutional success by participating in and leading decision-making processes that have far-reaching effects. Leadership requires commitment, integrity, accountability and initiative, as well as an ability to collaborate, build consensus, apply sound judgment and take responsibility for decisions. Leadership qualities may be evidenced in a broad variety of activities, including in the governance of the department, campus or university, in program development, in other university-wide activities, or in the candidate's discipline.

Distinction in scholarship furthers the mission of OIT by bringing opportunities to our students, partnerships with external industries and agencies, and recognition of OIT in the broader academic community. Scholarship may take many forms in different disciplines, with many measures of success, but distinction in scholarship should include several forms over a sustained period. These forms may include involvement of OIT students in projects or research, external conference presentations, peer-reviewed publications, external funding, patents, or research partnerships with industries and agencies. This is not intended to be an exhaustive listing; candidates should document all activities they deem relevant. Applicants are responsible for establishing the significance and scholarly nature of all activities.

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In addition, all candidates for promotion to full professor are expected to satisfy the following criteria. The candidate will demonstrate continued excellence in librarianship as defined above.

Continue to actively contribute in service to the department, campus, or university and participate actively in university committee activities. Engage in professionally-related public service and mentor less experienced faculty whenever possible.

Show evidence of continuing professional development, scholarship and creativity. Professional development may be evidenced in a broad variety of activities. This may include, but is not limited to, continuing coursework, or professional certification, consulting work, publication, applied research, and/ or by contributing to state, regional, or national/international professional organizations.

Salary Increase for Promotion in Rank: Either 10% or to the discipline floor for the new rank, whichever is greater.

Promotion Committees: Definitions and Membership

1. Promotion Review Committee

The Library shall form a Promotion Review Committee to consider library faculty promotions.

- a. By the end of the eighth week of Fall term, the Library Director shall appoint a five-member Promotion Review Committee. Three library faculty with at least the rank of assistant professor with two years or more experience at OIT are eligible to serve on library faculty members' Promotion Review Committees. Two instructional faculty member's familiar with the candidate's work will also serve on the committee. Faculty ineligible to serve on the Promotion Review Committee include the Library Director, members of the Promotion Advisory Committee, non-tenured instructional faculty, and library faculty being considered for promotion or with less than two years of experience at OIT. However, full-time, senior instructional faculty who have relinquished tenure prior to retirement are eligible.
- b. If the library does not have enough eligible members to serve on the Promotion Review Committee, all full-time library faculty members, including the Library Director, faculty with less than two years of experience at OIT, and candidates for promotion will elect alternate Promotion Review Committee members from eligible faculty outside the library. Preference first should be given to members of other departments in which the candidate holds a split appointment and then to faculty most likely to be knowledgeable about the candidate. Whenever possible, at least one member of the Promotion Review Committee should be from the same campus/location as the candidate, even if that committee member is not from the candidate's own department.

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- c. Exceptions to the committee membership rules may be requested of the Provost by submission of letters from both the candidate and Library Director.
- d. The Library Director shall designate a member of the Promotion Review Committee to convene its first meeting. The Promotion Review Committee will select a chair from within its membership. Each committee member shall sign the statement of ethics document.
- e. If the Library Director has applied for promotion and met the eligibility requirements and criteria, the Provost will serve in place of the Library Director in the review process.

2. External Review

The process of awarding promotion requires a fair and objective evaluation of the candidate's portfolio. The purpose of an external review is to provide an independent assessment of a candidate's librarianship, professionally-related public service, and professional development as defined in this document.

- a. For promotion from Instructor to Assistant professor, no external review is required. All other ranks require three external reviewers. Selection of external reviewers is the responsibility of the candidate in consultation with the Library Director.
- b. The candidate for promotion, in consultation with the Library Director, will agree upon and submit a list of five potential external reviewers to the Promotion Review Committee. The Promotion Review Committee chair will contact and verify the suitability of the selected reviewers. If the Promotion Review Committee determines an external reviewer is not appropriate according to the criteria in this document, the candidate will be asked to submit an alternate external reviewer. External reviewers must have the ability to provide an objective and knowledgeable assessment of the candidate's work. External reviewers are expected to be independent and objective, thus selected reviewers should not have a significant conflict of interest with the candidate. In cases of disagreement between the Promotion Review Committee and the candidate on the suitability of external reviewers (or if there are fewer than three suitable reviewers), the Library Director will be asked to supply a final list in consultation with the candidate.
- c. The Promotion Review Committee chair will contact potential reviewers requesting their willingness to serve as an external reviewer during Week 5 of Winter term. If an external reviewer agrees to participate, the chair of the Promotion Review Committee will forward a letter of intent that outlines the review process and highlights review deadlines.
- d. The chair of the Promotion Review Committee will provide each external reviewer a copy of the candidate's complete portfolio, and a copy of policy OIT-20-041 Academic Rank and Promotion for Library Faculty.

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- e. External reviews will be placed by the chair of the Promotion Review Committee in a designated folder containing the candidate's portfolio.

3. Promotion Advisory Committee

The Promotion Advisory Committee (PAC) reviews nominations from College Promotion Committees and from the library for faculty promotions and makes recommendations to the Provost.

Procedure for Academic Rank Promotion for Library Faculty

All parties shall abide by the following timeline. However, the Provost may modify the timeline if he/she determines a reasonable need to do so.

1. By the end of the first week of Fall term, the Provost shall inform the Library Director of faculty eligible for promotion based on time in rank. By the end of the second week of Fall term, the Library Director shall inform library faculty in writing when they have met minimum eligibility requirements for promotion. The applicant will submit a list of five potential external reviewers to the Library Director by the end of Week Eight of Fall term.
2. Each applicant will submit a portfolio to the Promotion Review Committee by the end of the first week of Winter term. The committee will verify eligibility as well as evaluate performance in terms of the criteria outlined above. The committee will submit a written decision to the Library Director by the end of the Fourth week of Winter term, listing specific activities where the applicant has met or exceeded the promotion criteria and/or identifying specific areas where the applicant has not met the criteria. The content of the Promotion Review Committee's deliberations are confidential and shall not be divulged by its members. The committee may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential. The Library Director will notify applicants, in writing, of the committee's decision by Wednesday of the fifth week of Winter term.
3. If the Promotion Review Committee renders a positive decision, the Library Director will give the agreed-upon list of five external reviewers to the Promotion Review Committee chair by Week 4 of Winter term. The Promotion Review Committee Chair will verify external reviewer suitability and willingness to participate, and forward the portfolio (and supporting materials) to the External Review no later than Week 8 of Winter term. The External Reviewers submit letters to the Promotion Review Committee chair for inclusion in the candidate's application by the beginning of Week four of Spring term.
 - a. Applicants may appeal a negative decision by the Promotion Review Committee only after the applicant first meets with the Library Director and chair of the Promotion Review Committee. In the case of disagreement, the applicant shall

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initiate the appeal process by submitting a letter of rebuttal to the Library Director by the end of the fifth week of Winter term. The Library Director will form an Ad Hoc Committee chaired by the Provost. Upon request, the Ad Hoc Committee chair shall provide each applicant an opportunity to address the committee to present a case for promotion.

- b. The Ad Hoc Committee will consider all evidence and determine whether there is just cause to further consider the applicant's request for promotion. The Ad Hoc Committee's decision is final. If the Ad Hoc Committee decides not to review the application further or the applicant chooses not to appeal the Promotion Review Committee's negative decision, the promotion process is ended and the Provost shall place copies of the documentation forwarded by the Promotion Review Committee and department chair in the applicant's Provost file.
4. The Promotion Advisory Committee will review all applications for promotion advanced from the Promotion Review Committee and submit a list of its recommendations to the Provost along with all documentation and the selection criteria used by the end of the eighth week of Spring term. No secret ballots will be allowed. The content of the Promotion Advisory Committee's deliberations are confidential and shall not be divulged by its members. The committee may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.
5. The Library Director will review all applications for promotion advanced from the Promotion Review Committee and External Reviewers and submit a report of recommendations to the Provost along with all documentation and the selection criteria used by the end of the eighth week of Spring term. The Library Director may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.
6. The Provost, the Library Director, and the chair of the Promotion Advisory Committee shall meet to discuss the committee's and the Director's recommendations. The Provost, in consultation with the president, will make the final promotion decisions and communicate those decisions to the Promotion Advisory Committee. A copy of the Provost's decision letter and the Promotion Advisory Committee's recommendation shall be placed in the applicant's Provost file. Applicants considered for promotion will receive written notification of the Provost's decision by the end of Spring term. In the case of a negative decision, the Provost will provide a brief letter of explanation outlining the reasons for the decision. The applicant shall have the opportunity to meet with the Provost to discuss the reasons for the negative promotion decision in more detail.

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Faculty Rights

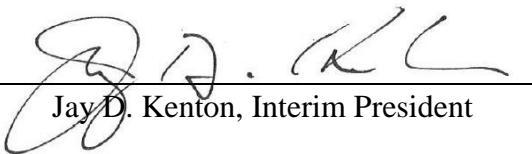
1. Grievance procedures mandated by OARs 580-021-0050 and 580-021-0055 are located in the Policy and Procedures portion of the Human Resources section of the OIT website.
2. Faculty may access and respond to the documentation of the promotion decision archived in their Provost file as delineated by the Faculty Records Policy: OIT-22-010.

Recommended by:

Faculty Senate – April 5, 2016

President's Council – June 8, 2016

Approved:



Jay D. Kenton, Interim President

Date: _____ August 8, 2016 _____