Oregon TECH

Oregon Tech Policy
OIT-20-041
Academic Rank and Promotion for Library Faculty

1.   Policy Statement

This policy outlines eligibility requirements, criteria for promotion, and promotion process for library faculty at Oregon Tech. For each succeeding academic rank, expectations of performance and leadership are higher. Library faculty with the rank of Senior Librarian, for instance, are expected not only to be excellent in their profession and show evidence of continuing professional development, but also to demonstrate outstanding leadership activity outside the library. Appointments to intermediate ranks are judged on the basis of a candidate's progress along these lines of development. The promotion process takes place during winter and spring terms and incorporates meaningful external review by librarians at other academic institutions, as well as by fellow Oregon Tech faculty and academic administrators at the departmental and university levels.

Library faculty should have the same opportunities to participate in governance and in curricular deliberations as instructional faculty. Since their primary focus is on librarianship, their proportion of effort in professional engagement or service will be different from tenure-track instructional faculty; any metrics that may be used to monitor their performance should reflect that.

2.   Reason for Policy/Purpose

Promotion between ranks for library faculty is intended to reward excellence in librarians' professional performance, including satisfactory or exemplary performance in scholarship or other professional engagement, and service at the departmental, institutional, and/or external levels. In addition, opportunity for promotion is expected to provide employment stability for both the faculty and the university.

As an important part of a public university offering innovative and rigorous applied programs in fast-evolving fields, the Library strives to maintain academic quality while supporting an environment that enables the emergence of new programming and scholarship. This requires librarian faculty hiring and retention policies that preserve a strong academic environment while providing flexibility to allow development in new areas. The availability of advancement within librarian track classification ensures faculty can pursue successful careers while providing for institutional nimbleness and capacity to thrive.

3.   Applicability/Scope

This policy applies to all library faculty with 9- or 12-month annual appointments of 0.5 Full Time Equivalent (FTE) or more.

To the extent that there are any discrepancies or inconsistencies, the Collective Bargaining Agreement (CBA) between Oregon Tech and the Oregon Tech Chapter of the American Association of University Professors (OT-AAUP) takes precedence over this policy.

4. Definitions

Assistant Librarian, Associate Librarian, Senior Librarian: ranks to which library faculty may be appointed or promoted. An earned American Library Association (ALA) accredited Master's in Library and Information Science (MLIS) degree or a master's in a closely-related field is required for appointment as library faculty. The standard professional degree in librarianship is a master's degree. The underlying appointment for these positions is a fixed term appointment.

Librarianship: professional performance, or librarianship, occupies a central position among librarians' 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.

External review: the process of evaluation of librarian candidate's e-portfolio provided by external reviewers who are librarians from other academic institutions. The goal is to achieve an objective professional assessment of the candidate from the other professionals in the field. The following categories are evaluated: librarianship, professionally related public service, and professional development. External evaluators' reports contribute to the clear and unbiased understanding of librarian candidate's professional performance by their instructional faculty colleagues.

E-Portfolio: a secure electronic file where candidates submit their application for promotion and where they articulate how they meet the criteria for promotion. The candidate is the only person who can make any changes to the application until the submission deadline. The e-portfolio process is managed by the Provost's Office. Subsequent to the submission deadline, the application is secured so that no further changes or alterations can occur to its contents. The e-portfolio contains the candidate's application and the assessments and recommendations at all levels of review which will be added to the e-portfolio as they become available during the review process. The Provost's Office provides access to appropriate persons relevant to the review process and to the candidate to view the application. Each level of review submits their final assessment and recommendation to the Provost's Office by the designated date. The Provost's Office adds these documents to the e-portfolio and notifies both candidate and the next level of review. The e-portfolio represents the official source of documents for the promotion process to ensure security and consistency. At the end of the process, the e-portfolio remains as part of the evaluative file in the Provost's Office. In preparing their e-portfolios, candidates should refer to the e-Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review.

FTE years: for eligibility purposes, four full years of service are required. Part-time faculty will have their service pro-rated accordingly: for example, a candidate with a 0.5 FTE appointment will be required to complete eight years of service. A mix of part-time and full-time appointments are possible, in any combination that adds up to 4 FTE years. For the purposes of this calculation, 9-month and 12-month appointments are both equal.

5.   **Policy**

   5.1   **Eligibility**

Following four full years (FTE years) of service in their current rank at Oregon Tech, library faculty will be eligible to apply for promotion in spring of the fifth year. The promotion, if awarded, shall be effective for the fall of the sixth year for 9-month faculty, and for July of the sixth year (beginning of the fiscal year) for 12-month faculty. For the faculty hired in the middle of the academic year (such as in winter or spring terms), the following academic year usually serves as their first year of service at Oregon Tech for promotion purposes, unless deemed differently by the Provost.

Promotion recognizes attainment of specific criteria and movement within the faculty member's career; under no circumstances should promotion be considered automatic after four FTE years in current rank. At the time of hire, credit granted toward time in rank may be awarded only with the recommendation of the University Librarian and the approval of the Provost. Candidates must satisfy all promotion criteria. However, an equal emphasis across criteria is not required.

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

Promotion decisions are based on the faculty member's e-portfolio, outlining and providing context for the achievements within the five most recent years. In preparing their e-portfolios, candidates should refer to the *E-Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review* (located on TECHweb).

   5.2   **Promotion Criteria**

      5.2.1   **Assistant Librarian to Associate Librarian**

Eligibility Requirements

Four full years (FTE years) in current rank including credit awarded at the time of hire, ALA accredited master's degree. Indefinite tenure is not a requirement, because library faculty members are not currently eligible for tenure.

Criteria for Promotion

- Demonstrate excellence in librarianship, as defined above.
- Demonstrate excellence in continuing professional development, scholarship, and creativity. Evidence may include but is not limited to applied and/or theoretical research, contributing to state, regional, or national/international professional organizations such as Oregon Library Association (OLA) and American Library Association (ALA), pursuit of internally and/or externally sponsored grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference presentation or participation.
- Demonstrate excellence in service internal to the library and/or Oregon Tech, and/or external service to the profession and community. Internal service may include but is not limited to contributing to departmental objectives, participating in campus activities outside the department, active committee work, and/or mentoring less experienced faculty. External service may include but is not limited to a role in a professional society, editorship, external review, or community leadership related to the academic field of the candidate.

5.2.2 Associate Librarian to Senior Librarian

Eligibility Requirements

Four full years (FTE years) in current rank including credit awarded at the time of hire, ALA accredited 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 Senior Librarian 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 university or wider academic community. In itself a long period of service does not justify promotion to the rank of Senior Librarian.

Promotion to Senior Librarian 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 Librarian and has a positive impact on the academic community beyond the library. This may occur through leadership in shared governance or other university-wide activities, through other forms of leadership in professional organizations, or through distinction in scholarship.

Oregon Tech 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 library, campus, or university, and in university-wide activities/committees.

Distinction in scholarship furthers the mission of Oregon Tech by bringing opportunities to our students, partnerships with external industries and agencies, and recognition of Oregon Tech in the broader academic community. Scholarship may take many forms, with many measures of success, but distinction in scholarship should include several forms over a sustained period.

These forms may include leading students in projects or research, external conference presentations, peer-reviewed publications, external funding, or research partnerships with professional library organizations. This is not intended to be an exhaustive listing; candidates should document all activities they deem relevant. Candidates are responsible for establishing the significance and scholarly nature of all activities.

In addition, all candidates for promotion to the rank of Senior Librarian are expected to satisfy the following criteria.

- Demonstrate continued excellence in librarianship, as defined above.
- Demonstrate continued excellence in professional development, scholarship, and creativity. Evidence may include but is not limited to: applied and/or theoretical research, contributing to state, regional, or national/international professional organizations such as Oregon Library Association (OLA) and American Library Association (ALA), pursuit of internally and/or externally sponsored grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference presentation or participation.

- Demonstrate continued excellence in service internal to the library and/or Oregon Tech; and/or external service to the profession and community. Internal service may include but is not limited to: contributing to departmental objectives, participating in campus activities outside the department, active committee work, and/or mentoring less experienced faculty. External service may include but is not limited to a role in a professional society, editorship, external review, or community leadership related to the academic field of the candidate.

5.3 Promotion Committees: Responsibilities and Membership

5.3.1 Library Promotion Advisory Committee (LPAC)

The library forms a Library Promotion Advisory Committee (LPAC) to consider library faculty promotions.

a. By 5:00 pm Friday of the 8th week of fall term, the University Librarian appoints a five-member LPAC. Three library faculty with at least the rank of assistant librarian with two years or more experience at Oregon Tech are eligible to serve on library faculty member's LPAC. Two instructional faculty members familiar with the candidate's work also serve on the committee. Faculty ineligible to serve on the LPAC include the University Librarian, members of the University Promotion Advisory Committee (UPAC), non-tenured instructional faculty who have been faculty for less than five years at Oregon Tech, and library faculty being considered for promotion or with less than two years of experience at Oregon Tech. However, full-time non-tenure track faculty who have been at Oregon Tech for five or more years or faculty who have relinquished tenure prior to retirement are both eligible.

b. If the library does not have enough eligible members to serve on the LPAC, all full-time library faculty members, including the University Librarian, faculty with less than two years of experience at Oregon Tech, and candidates for promotion elect alternate LPAC members from eligible faculty outside the library. Preference should be given to members of other departments in which the candidate is well known. Whenever possible, at least one member of the LPAC should be from the same campus/location as the candidate, even if that committee member is not from the candidate's own department.

c. Exceptions to the committee membership rules may be requested of the Provost by submission of letters from both the candidate and the University Librarian.

d. The University Librarian designates a member of the LPAC to convene its first meeting. The LPAC selects a chair from within its membership. Each committee member shall complete the statement of ethics document via DocuSign, as provided by the Provost's Office before access is granted to the committee to the e-portfolio(s) for their department.

e. If the University Librarian has applied for promotion and met the eligibility requirements and criteria, the LPAC chair serves in place of the University Librarian in the review process.

5.3.2 University Promotion Advisory Committee (UPAC)

The University Promotion Advisory Committee (UPAC) is a peer group of seven instructional faculty whose purpose is to provide university-wide perspective in the promotion process for instructional and library faculty. The committee reviews nominations from the LPAC for library faculty promotions and makes recommendations to the Provost. UPAC as described here is the same committee with the same membership and role as is defined for UPAC in OIT-20-040 Academic Rank and Promotion for Instructional Faculty.

5.4   External Review

The process of awarding promotion requires a fair and objective evaluation of the candidate's portfolio. Library faculty are evaluated in part based on the evaluations provided by their colleagues from other academic institutions. Promotion to the higher rank requires evaluations by three external reviewers.

It is the responsibility of the candidate to select five potential external reviewers whose areas of expertise are similar to their own, and to secure their willingness to perform a review.

By 5:00 pm Friday of the 2nd week of winter term the list of five external reviewers is given by the candidate to the University Librarian and to the LPAC chair. By 5:00 pm Friday of the 4th week of winter term, LPAC meets to select three of those external reviewers, the LPAC chair contacts the three that are selected, and confirms that they are willing to serve and provides them all needed materials. If an external reviewer agrees to participate, the LPAC chair forwards that person a letter of intent that outlines the review process and highlights review deadlines. If the LPAC determines that an external reviewer is not appropriate, the candidate is asked to submit an alternate external reviewer.

External reviewers must have the ability to provide an independent, objective, and knowledgeable assessment of the candidate's work, with no significant conflict of interest with the candidate. External reviewers should themselves be experienced in librarianship as defined in this policy. External reviewers must have a MLIS or equivalent, and have a minimum of 4 years of professional experience in a higher education context. External reviewers should have no personal, professional or academic relationship with the candidate that would cause them to be invested in the candidate's promotion. Specific examples of reviewers to avoid include but are not limited to:

- Someone the candidate has a close personal relationship with.
- Someone whom the candidate has a position of authority over, or who has authority over the candidate, such as recent (within the last five years) or current supervisors, or current mentors or mentees.
- Co-authors of papers, books, grants or conference presentations in the last five years.
- Current or upcoming direct committee member/chair relationships.

Ideal external reviewers may include but are not limited to:

- Those with experience in a closely related area of practice to the candidate.
- Those of similar or higher academic rank for which the candidate is applying.
- Those with experience with consortial groups, like the Orbis Cascade Alliance.
- Former members of committees and similar groups to the candidate.

In cases of disagreement between the LPAC and the candidate on the suitability of external reviewers (or if there are fewer than three suitable reviewers), the University Librarian is asked to supply a final list in consultation with the candidate and the LPAC chair.

Each external reviewer shall complete a statement of ethics document as provided by the Provost's Office before access is granted to the candidate's e-portfolio. That statement affirms that they have no significant, undisclosed conflict of interest as defined in this policy, that they will base their assessment of the candidate on information found in the e-portfolio, and that they will not share the e-portfolio nor the results of their review, except with the LPAC chair.

The LPAC chair provides each external reviewer with a copy of this policy and a copy of the candidate's complete e-portfolio. The LPAC chair is responsible for all further communication with external reviewers, including receiving the reviewers' letters by 5:00 pm Friday of the 2nd week of spring term and ensuring that those are forwarded promptly to the Provost's Office, other LPAC members, and the University Librarian.

5.5   Timeline and Procedure for Academic Rank Promotion for Library Faculty

a.   All parties shall abide by the following timeline. However, the Provost may modify the timeline if a reasonable need to do so is determined.

b.   By 5:00 pm Friday of the 1st week of fall term, the Provost shall inform the University Librarian of faculty eligible for promotion based on time in rank. By 5:00 pm Friday of the 2nd week of fall term, the University Librarian shall inform faculty and the Office of the Provost in writing when they have met minimum eligibility requirements for promotion.

c.   By 5:00 pm Friday of the 5th week of fall term library faculty eligible for promotion notifies the Provost's Office and the University Librarian of either their intent to apply for promotion or that they are not applying for promotion. Once submitted the application is provided securely to all reviewing bodies articulated in the process per the timeline below.

d.   By 5:00 pm Friday of 8th week of fall term, the University Librarian appoints a five-member LPAC.

e.   The applicant submits their application electronically to the Provost's Office no later than 5:00 pm Friday of the 1st week of winter term. The document is secured after this deadline so that there can be no changes. It is then released to all reviewing bodies simultaneously as long as the ethic statements have been received by the Provost's Office. This allows each level to begin to review the documentation submitted by the candidate.

f.   Each level of review is charged with completing an independent assessment of the e-portfolio, considering any prior levels of assessment, and developing a recommendation. This written recommendation must contain supporting rationale; this should include rationale for any difference in recommendation from a prior level of review. Any split votes should have documentation of the underlying rationale. All deliberations of the review committees are confidential and may not be discussed outside of the committee.

g.   All assessments and recommendations must be provided to the Office of the Provost no later than 5:00 pm Friday of the week that they are due. The Office of the Provost will insert the assessment and recommendation into the e-portfolio for review by the next level. The Office of the Provost will also provide it to the candidate. Any reference to external reviewers must avoid use of names to preserve reviewer confidentiality.

h.   The applicant submits a list of five potential external reviewers to the University Librarian and to the chair of LPAC by 5:00 pm Friday of the 2nd week of winter term.

i.   **Library Promotion Advisory Committee (LPAC)**: verifies eligibility of external reviewers, as well as evaluates performance of the candidate in terms of the criteria outlined above. By 5:00 pm Friday of the 5th week of winter term, LPAC meets to select three of those external reviewers, the LPAC chair contacts the three that are selected, and confirms that they are willing to serve and provides them all needed materials. In the 9th week of winter term, the LPAC chair

should send external reviewers a reminder that their letters are due by 5:00 pm Friday of the 1st week of spring term.

j. The external reviewers submit letters to the LPAC chair for inclusion with the candidate's e-portfolio by 5:00 pm Friday of the 1st week of the spring term.

k. LPAC submits a written recommendation to the Provost and the University Librarian by 5:00 pm Friday of the 4th week of spring 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, and a description of any split votes. The content of the LPAC's deliberations is confidential and should not be divulged by its members. In making their assessment, the committee will consider materials in the e-portfolio as well as the letters from external reviewers. The committee may solicit other information to confirm documentation in the applicant's e-portfolio, however, no anonymous input may be solicited or accepted, nor can sources be kept confidential. Like other assessments and recommendations, the external reviews will be provided to the candidate, but only after the LPAC chair has redacted identifying details to preserve the confidentiality of the reviewers. The redacted version for the candidate to access will be completed by 5:00 pm Friday of the 2nd week of spring term.

l. **University Librarian**: will receive access to the e-portfolio submitted by the candidate no later than 5:00 pm Friday of the 2nd week of winter term. They may begin to review the e-portfolio; however, their independent assessment and recommendation must include a review of the recommendations provided by LPAC and the external reviewers. Should their assessment and recommendation differ from the prior levels of review, the documentation should reflect the rationale. The University Librarian will submit their assessment and recommendation no later than 5:00 pm Friday of the 6th week of spring term.

m. **The University Promotion Advisory Committee (UPAC):** will receive access to the e-portfolio submitted no later than 5:00 pm Friday of the 1st week of spring term. They may begin to review the e-portfolio; however, their independent assessment and recommendation must include a review of the recommendation provided by LPAC, external reviewers and the University Librarian. UPAC will submit their assessment and recommendation to the Office of the Provost no later than 5:00 pm Friday of the 9th week of spring term. This assessment will provide documentation of the recommendation and a description of any split votes. Should their assessment and recommendation differ from the prior levels of review, the documentation should reflect the rationale.

    1. Candidates may appeal a negative assessment by any level of review, prior to UPAC. If the candidate wishes to appeal, the candidate shall initiate this by submitting a letter indicating their intent to appeal to the chair of UPAC no later than 5:00 pm Friday of the 7th week of spring term. The candidate must provide their appeal, in writing to the chair of UPAC by 5:00 pm Monday of the 8th week of spring term.

n. The Provost, the University Librarian, and the UPAC chair meet to discuss the committee's and the University Librarian's recommendations. The Provost, in consultation with the President, makes the final promotion decisions and communicates those decisions to the UPAC. Should the Provost's decision differ from the prior levels of review, the documentation should reflect the rationale. A copy of the Provost's decision, along with the advisory letters and other materials from the e-portfolio, shall be placed in the candidate's evaluative file no later than 5:00 pm Friday of the 11th week of spring term.

6. Faculty/Candidate Rights

Appeal 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 Oregon Tech website.

Faculty may access and respond to the documentation of the promotion decision archived in their evaluative file, which is held in the Provost's Office as delineated by the Faculty Records Policy, OIT-22-010.

7. Links to Related Procedures, Forms, or Information

[E-Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review](#)

8. Policy Review/Consultation

This policy was updated by the library faculty of Oregon Tech in accordance with the changes made to the Academic Rank and Promotion for Instructional Faculty Policy.

It was then reviewed by the following Oregon Tech committees:

- Oregon Tech instructional faculty, members of the Faculty Senate Committee on Policies
- Faculty Senate

This policy was revised pursuant to Oregon Tech's policy review and making process.

9. Policy Approval

Approved by the President on February 12, 2025.

DocuSigned by:

Nagi Naganathan

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Nagi G. Naganathan, Ph.D., ASME Fellow
President

Supersedes, Renames, and Renumbers
OIT-20-041 dated August 8, 2016

Revision Dates
August 13, 2010
August 8, 2016
February 12, 2025 (eff. July 1, 2025)

Promotion Timeline Summary for Library Faculty

Term	Week	Activity
Fall	1	The Provost informs the University Librarian of library faculty eligible for promotion based on time in rank.
	2	The University Librarian informs library faculty in writing that they have met minimum eligibility requirements for promotion. The University Librarian also confirms eligibility to the Provost's Office.
	5	Library faculty eligible for promotion notify the Provost's Office and the University Librarian of either their intent to apply for promotion or that they are not applying for promotion.
	8	The University Librarian appoints a five-member Library Promotion Advisory Committee (LPAC).
Winter	1	The applicant submits their application electronically to the Provost's Office.
	2	The applicant submits a list of five potential external reviewers to the University Librarian and to the chair of LPAC. LPAC and University Librarian receive access to the e-portfolio.
	5	LPAC meets to select three of the five external reviewers, the LPAC chair contacts the three that are selected, and confirms that they are willing to serve and provides them with all needed materials.
	9	The LPAC chair sends external reviewers a reminder that their letters are due by 5:00 pm Friday of the 1st week of spring term.
Spring	1	The external reviewers submit letters to the LPAC chair for inclusion with the candidate's e-portfolio. The University Promotion Advisory Committee (UPAC) receives access to the e-portfolio.
	4	LPAC submits a written recommendation to the Provost and the University Librarian.
	6	University Librarian submits a written recommendation to the Provost.
	9	UPAC submits their written recommendation to the Provost.
	11	Provost meets with UPAC chair and University Librarian, then makes a decision. The Provost notifies the candidate of the promotion decision in writing, and places all relevant materials in the candidate's evaluative file.

Note: This Promotion Timeline Summary for Library Faculty table is a summary of deadlines from the other, narrative parts of the policy. In the event of any inconsistency, the dates in the narrative section take precedence over the ones here.