

Zimmerman Law Library
University of Dayton School of Law
Promotion and Tenure Policy

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Approved by the University Promotion and Tenure Committee

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I. Introduction

This document outlines the policies and procedures for the promotion and tenure of law library faculty at the University of Dayton, and for the review of tenure-track law library faculty. It is based on the policies stated in the Faculty Handbook, the University Promotion and Tenure Policy (I-06-10), and the generally accepted standards of academic law libraries.

A. Promotion and Tenure Committee Composition

The Committee consists of all tenured law librarians. The director will serve as Committee chair. A subcommittee of three will operate as the committee to review individuals up for promotion and tenure. In the event that there are fewer than three tenured law librarians at a given time, either a tenured faculty member from the School of Law or a tenured faculty member from Roesch Library shall round out the subcommittee roster to a total of three members.

B. Timeline for Application for Promotion and Tenure

1. Timeline for both promotion and tenure begins July 1. For persons hired after October 31, the timeline will begin July 1 of the following year. The approved University and Zimmerman Law Library criteria and procedures for promotion and tenure will be shared with the candidate at the time of hire by the Office of the Provost. The Director of the Zimmerman Law Library will draw up a projected tenure-track schedule with that individual. The new faculty member will also be provided with a copy of the Zimmerman Law Library Promotion and Tenure Procedural Form to ensure each step in the evaluation process is completed.
2. Normally the beginning rank for tenure-track law library faculty is granted at Assistant Professor. A master's degree in library science from an ALA-accredited school or its foreign equivalent and, when appropriate, a Doctor of Jurisprudence from an ABA-accredited school or its equivalent or a master's degree in information technology is required. Appointment at this rank presupposes the ability to perform the basic professional duties of a law librarian as well as the potential to conduct publishable research and to perform appropriate service activities.

II. Policies

A. Performance Criteria

Faculty members are evaluated on the basis of evidence of accomplishment in three areas: Librarianship, Scholarly Activities, and Service. Standards for performance are

relative to the individual's peer group at the University of Dayton and at other institutions of comparable or higher quality and to accepted professional standards.

1. Librarianship

This area includes effective performance of normal duties in library activities such as acquisitions, administration, information technology, cataloging, library instruction, collection development, reference, serials, and special collections. The preparation and administration of grants and contracts from external funding agencies, and institutionally awarded grants is also considered under librarianship. The Promotion and Tenure committee may evaluate any scholarship that derives from funded grants.

Faculty should actively pursue current developments in relevant fields through both formal and informal continuing education. They also should contribute to the improvement of existing library services and the development of new services.

Law Librarians will possess the appropriate terminal degree(s).

Evaluation in this area will be based on the candidate's statements and supporting materials in his/her application, the performance evaluations received at previous portfolio reviews, and the observations of other law library faculty. Observations of School of Law administrators and School of Law faculty may also be taken into account.

2. Scholarly activities

All tenured and tenure-track law library faculty members are expected to engage in scholarly activity. Reassigned time may be given by the Director to allow faculty to accomplish a defined scholarly agenda. Work done in library and information studies or in the subject specialties of individual law library faculty members is acceptable. If a significant portion of a candidate's scholarly work falls outside the expertise of the Promotion and Tenure Committee members, the Committee may seek recommendations from one or more external evaluators holding such expertise. The Committee should choose any external evaluators in consultation with the candidate.

For the purposes of evaluation for promotion and tenure, possible results of scholarly activities are classed in three categories. All of the examples listed below will be evaluated in terms of their depth and degree of scholarship. These are listed in descending order of importance.

a. Category 1:

- 1) Publication of books, chapters in books, and articles in journals of national or international standing, in either print or electronic formats. These include, but are not limited to:
 - Annotated bibliographies, indexes and directories, collected works, anthologies, exhibition catalogs, and other works of reference
 - Compilation of significant bibliographies, guidebooks, indexes, special catalogs, manuals, etc.

- Editorship of scholarly books, conference proceedings, etc.
- Publications in larger works, e.g., entries in encyclopedias or biographical dictionaries, guest columns in periodicals, etc.
- Literature or research review articles published in scholarly journals
- Creative works, performances, exhibits, and translations

2) Presentations at the national level These include, but are not limited to:

- Invited lectures and/or speeches for other universities, professional meetings, conventions and/or conferences
- Papers, lectures, or poster sessions presented at professional conferences, meetings, conventions, symposiums, seminars, or workshops
- Papers published in conference proceedings

3) Grants

- Awards of grants and contracts intended to fund research or to fund a presentation by the grantee

4) Development of electronic resources, such as:

- Significant computer software, databases, or web sites that facilitate and/or contribute to scholarship
- Web exhibits or catalogs that are substantive, possess a high quality of bibliographic description, and contribute to scholarship

b. Category 2:

1) Articles in regional or local publications and substantial reviews of books, journals, databases, or web sites, in either print or electronic format. These include, but are not limited to:

- Articles contributed to newsletters of professional associations
- Brief communications, short descriptions of library services or innovations, editorial/opinion pieces, personal essays
- Guides to the literature, comparative guides to reference sources, and bibliographic essays published in journals
- Multiple reviews of books, journals, software, databases, or web sites in professional publications considered significant and authoritative due to their broad circulation and acknowledged quality

2) Presentations at the regional or state level. These include, but are not limited to:

- Invited lectures and/or speeches for other universities, professional meetings, conventions and/or conferences
- Papers, lectures, or poster sessions presented at professional conferences, meetings, conventions, symposiums, seminars, or workshops
- Papers published in conference proceedings

- Presentations for which the faculty member acted as an organizer, moderator at professional meetings, conventions, symposiums, and conferences

3) Grants

- Grants awarded to fund the grantee's attendance at a professional meeting or conference

c. Category 3:

- Minor book reviews
- In-house bibliographies and exhibit catalogs

3. Service

This category includes services to the Law Library, the School of Law, and to the University, to the profession, and to the community. It includes, but is not limited to:

- Membership on law library and University committees
- Active membership in state, regional, and national professional associations (e.g. holding office, serving on committees, participating in program and discussion groups)
- Service as an editor or peer reviewer of papers for publication
- Presentations for which the faculty member acted as an organizer, moderator, or peer reviewer at professional meetings, conventions, symposiums, and conferences
- Service with community organizations
- Teaching and professional consulting outside the School of Law
- Academic teaching

B. Required Documentation

All candidates for promotion and tenure should submit a letter of application, a current *curriculum vitae*, portfolios and evaluations received since last promotion, along with additional supporting materials as appropriate. The letter (not to exceed three pages) should note the candidate's contributions to the Law Library, to the School of Law, to the University, and to the profession. It should clearly indicate the candidate's accomplishments, current activities, and plans for the future in each of the three areas of performance. Additional materials may include: copies of publications and other scholarly productions, citation studies of the candidate's publication, evidence of continuing professional development, testimonials from colleagues, etc. Candidates may also include a portfolio of relevant documents and artifacts that illustrate their accomplishments in librarianship. Materials of a substantive nature which update the candidate's application can be added by the candidate at any point during the review process.

C. New and Revised Promotion and Tenure Policies

In the event that promotion and tenure policies are revised by the law library faculty, reasonable accommodation will be made for those who began under the former policies.

After an adjustment period of three years, all faculty members will be expected to meet the revised criteria. An exception will be made in the event of a change in required terminal degrees: no faculty member who held the appropriate terminal degree(s) (master's degree in library science from an ALA-accredited school or its foreign equivalent and, when appropriate, a Doctor of Jurisprudence from an ABA-accredited school or its equivalent or a master's degree in information technology) at the time of appointment will be in any way handicapped by future changes in requirements.

III. Pre-Tenure Review

A. Introduction

Every candidate will receive a minimum of two reviews of his/her librarianship, scholarship and service by the Promotion and Tenure Committee and the Dean, with the final review conducted the year prior to the final tenure recommendation. These reviews typically occur during the 2nd and 5th years of the candidate's employment.

B. Preliminary Evaluations

The appropriate evaluators and the Dean will review annually the performance of probationary tenure track faculty. As part of this process, the faculty member will also submit a self-evaluation, detailing his/her development and accomplishments. The Dean will then submit these materials to the Provost at the appropriate time. In the spring term of the faculty member's 2nd and 5th years at the University, the Promotion and Tenure Committee will also review the individual's self-evaluation as outlined above in II.B.

C. Credit toward tenure granted for prior service

1. A candidate who is given two or fewer years credit toward tenure will receive two comprehensive reviews.
2. A candidate receiving three or more years credit toward tenure will receive a minimum of one review of his/her librarianship, scholarship and service by the Promotion and Tenure Committee and the Dean, with the final review conducted the year prior to the final tenure recommendation. The number of and timing of the review(s) will be explicated in the candidate's letter of hire.
3. Any changes in the tenure clock after this letter of hire may require a change in the review cycle. Such changes must be agreed to in writing by the faculty member, Director, Dean, and Provost.

D. Application Timeline

1. By August 15 of the appropriate year, the Director will notify all untenured faculty in writing that documentation for their 2nd or 5th year review is due no later than January 7.
2. By January 7 candidates should submit all documentation required for 2nd or 5th year reviews to the chair of the Promotion and Tenure Committee.

3. By February 1 the Promotion and Tenure Committee will review all materials for 2nd and 5th year reviews. The Committee will provide written feedback to each candidate in the form of a letter. This feedback will include a statement regarding progress toward tenure and comments of a developmental nature, in line with the criteria for tenure, indicating areas of concern and suggestions for improvement. A copy of each letter along with the review materials is forwarded to the Dean.
4. By March 1 the Dean will provide written feedback to each candidate in the form of a letter. Copies of this letter, along with the Promotion and Tenure Committee's feedback letters are forwarded to the Provost's Office.

IV. Tenure

A. Introduction

Tenure represents a significant contractual commitment by the University to the faculty member, as described in the Faculty Handbook, and the University Promotion and Tenure Policy. Therefore, rigorous evaluation at all levels is essential. Tenure evaluation is based on both the individual's performance and on the degree to which the individual's abilities meet law library needs. The criteria on which the candidate will be judged are those described above in II.A. In some cases, changes in the mission of the Law Library or in the financial condition of the School of Law may prevent the awarding of tenure to an otherwise deserving candidate.

B. Length of Service

Tenure-track faculty with no prior service credit will be considered for tenure no later than their sixth year of active, full-time service. Time devoted to leaves of absence or other interruptions in the annual performance of librarianship, scholarly activities, and service may affect the total period of evaluation and the timing of reviews. The effects of such interruptions on the period of evaluation and timing of reviews must be agreed to in writing by the faculty member, Director, Dean, and Provost at the time that the interruption takes place or within six months of the initiation of the interruption.

A candidate who successfully completes the tenure process will be granted tenure with his/her next contract. Tenure is not normally granted prior to the time specified by the University.

C. Evaluation Period

Emphasis will be placed on the candidate's service at the University of Dayton. However, the candidate's accomplishments over his/her entire career will be taken into account.

D. Application of criteria

Tenure will not be granted to a faculty member whose rank is below the level of Associate Professor. Normally, tenure will be considered at the same time as promotion in rank. The award of tenure requires the following combination:

Significant achievement in librarianship
Satisfactory achievement in scholarly activities
Satisfactory achievement in service

E. Application Timeline

1. By August 15 the Director also will notify any faculty eligible for tenure review that their applications for tenure are due by October 1.
2. By October 1 all faculty eligible for tenure review will submit the required documentation to the Promotion and Tenure Committee chair.
3. By November 15 the Promotion and Tenure Committee will make a recommendation to the Dean on the tenure application.
4. The Dean will inform the candidate, in writing, of his/her recommendation and the reasons for it, no later than the first business day after December 14. After the candidate has been notified, a copy of the Dean's recommendation will be forwarded to the Promotion and Tenure Committee.
5. Candidates or concerned individuals (e.g., Director, Promotion and Tenure Committee members) who wish to submit a written response to the Dean have until the first business day following December 21 to do so.
6. The Dean will consider any additional evidence and responses and send a recommendation in writing to the Provost, along with the completed Procedural Form, cumulative file, and the response(s) of any candidate or concerned individuals no later than the first business day after January 1. After ensuring the candidate has received notification, the Dean will inform the Promotion and Tenure Committee of the recommendation.
7. Candidates or any other concerned individuals (e.g. Director, Promotion and Tenure Committee members) have until the first business day following January 15 to file a written response to the Dean's recommendation to the Provost.
8. The Provost will review all materials and make recommendations to the President no later than the first business day following January 30. Each candidate will be informed in writing of the Provost's recommendation. Candidates or any other concerned individuals (e.g. Director, Promotion and Tenure Committee members) who wish to submit a written response to the Provost will have until the first business day following February 15 to do so.
9. Each candidate will be informed in writing of the President's decision. This decision will be copied to the Provost, the Dean, and the Director.

10. Mediation and Appeals

If the candidate chooses to appeal the President's decision, he/she may begin the process in accord with the Faculty Handbook, Section IV.E. If mediation does not resolve the complaint, the candidate may make use of the appeal processes set out in the Faculty Handbook (Sections IV.C.1, IV.E, and XIII.E). The Board of Trustees will serve as the court of last resort in the appeals process.

V. Promotion

A. Introduction

Promotion recognizes an individual's accomplishments in the areas of librarianship, scholarly activities, and service. The criteria on which the candidate will be judged are those described above in II.A. Rigorous evaluation at all levels is essential and is based on the individual's performance, the degree to which the individual's abilities meet law library needs, and the contribution the individual has made to the School of Law, the university, and to the profession.

Normally, promotion in rank to associate professor and tenure are considered at the same time. However, faculty may be promoted to associate professor prior to being granted tenure.

B. Evaluation Period

The primary evaluation period is the time since the candidate's last review for purposes of promotion and/or tenure. However, the candidate's cumulative achievement over his/her career should be taken into account.

C. Time in Rank

Although time in rank is not a primary consideration for promotion, a faculty member will normally serve five or more years at a given rank before promotion. In exceptional cases an individual may be hired in at a higher rank or promoted sooner.

D. Application of Criteria

The criteria used to evaluate faculty performance are described above in II.A. The evaluation should not be limited merely to counting activities and accomplishments, but should involve evaluating the candidate's activities according to their depth and degree of scholarship. A candidate who successfully completes the promotion process will be granted promotion with his/her next contract.

1. Associate Professor

Promotion to Associate Professor requires one of the following combinations:

- Significant achievement in librarianship
- Satisfactory achievement in scholarly activities
- Satisfactory achievement in service

2. Professor

Promotion to Professor requires the following:

- Significant achievement in librarianship
- Significant achievement in scholarly activities
- Satisfactory achievement in service

In addition, elevation to the rank of Professor requires evidence of regional or national reputation. This evidence may include substantial publication in journals of national or international standing, reviews or citation studies indicating the impact and importance of the candidate's work, and significant committee appointments and offices in major professional or scholarly associations.

Appendix
Zimmerman Law Library Promotion and Tenure Procedural Form

Faculty Member's Name:

Date of Appointment:

This form itemizes the promotion and tenure steps that are to be followed in the Zimmerman Law Library.

As steps are completed, each of the responsible persons (e.g., Division Directors, chairperson of the unit promotion and tenure committee, and Dean) in the unit will provide his or her signature, acknowledging that steps were completed in accordance with the University Promotion and Tenure Policy (I-06-10) and the Zimmerman Law Library Promotion and Tenure Policy documents, indicating the date in which steps were completed.

Each candidate will be provided an opportunity to sign, acknowledging receipt of written documentation and the date it was received. A candidate's signature will not indicate agreement with the feedback or recommendations at any given point.

Timeline for both promotion and tenure begins July 1. For persons hired after October 31, the timeline will begin July 1 of the following year.

1. Pre-tenure Review
Second Year Review Scheduled:

Action	When	Signatures & Dates
Director of the Zimmerman Law Library notifies eligible untenured faculty in writing that documentation for her/his 2 nd year review is due no later than January 7.	By August 15, (preceding year)	<hr/> Director, Zimmerman Law Library/Date <hr/> Candidate for Tenure/Date
All documentation required for 2 nd year review submitted to the chair of the P&T Committee.	By January 7	<hr/> Chair, Law Library Promotion and Tenure Committee/Date <hr/> Candidate for Tenure/Date
P&T Committee reviews materials for the 2 nd year review. A letter addressed to the candidate with the Committee's feedback is given to the candidate, and a copy is forwarded to the Dean along with the review materials.	By February 1	<hr/> Chair, Law Library Promotion and Tenure Committee/Date <hr/> Director, Zimmerman Law Library/Date <hr/> Dean, School of Law/Date <hr/> Candidate for Tenure/Date
The Dean submits his/her comments and feedback to the candidate in the form of a letter. Copies of this letter, along with copies of the P & T Committee's letter to the candidate are forwarded to the Provost's Office.	By March 1	<hr/> Director, Zimmerman Law Library/Date <hr/> Dean, School of Law/Date <hr/> Candidate for Tenure/Date

Fifth Year Review Scheduled:

Action	When	Signatures & Dates
Director of the Zimmerman Law Library notifies eligible untenured faculty in writing that documentation for his/her 5 th year review is due no later than January 7.	By August 15, (preceding year)	<hr/> Director, Zimmerman Law Library/Date <hr/> Candidate for Tenure/Date
All documentation required for 5 th year review submitted to the chair of the P&T Committee.	By January 7	<hr/> Chair, Law Library Promotion and Tenure Committee/Date <hr/> Candidate for Tenure/Date
P&T Committee reviews materials for the 5 th year review. A letter addressed to the candidate with the Committee's feedback is given to the candidate, and a copy is forwarded to the Dean along with the review materials.	By February 1	<hr/> Chair, Law Library Promotion and Tenure Committee/Date <hr/> Director, Zimmerman Law Library/Date <hr/> Dean, School of Law/Date <hr/> Candidate for Tenure/Date
The Dean submits his/her comments and feedback to the candidate in the form of a letter. Copies of this letter, along with copies of the P & T Committee's letter to the candidate are forwarded to the Provost's Office.	By March 1	<hr/> Director, Zimmerman Law Library/Date <hr/> Dean, School of Law/Date <hr/> Candidate for Tenure/Date

2. Promotion to Associate Professor and Concurrent Final Tenure Review Scheduled:

Action	When	Signatures & Dates
Director of the Zimmerman Law Library notifies eligible untenured faculty in writing that documentation for his/her tenure review is due no later than October 1.	By August 15	<hr/> Director, Zimmerman Law Library/Date <hr/> Candidate for Tenure/Date
Faculty member eligible for promotion and tenure submits the required documentation to the Promotion and Tenure (P&T) Committee chair.	By October 1	<hr/> Chair, Law Library Promotion and Tenure Committee/Date <hr/> Candidate for Tenure/Date
P&T Committee makes recommendation to the Director on the promotion and tenure application. The candidate is notified that the recommendation has been sent.	By November 15	<hr/> Chair, Law Library Promotion and Tenure Committee/Date <hr/> Director, Zimmerman Law Library/Date <hr/> Candidate for Tenure/Date
Dean will inform candidate, in writing, of his/her recommendation and the reasons for it. After candidate has been notified, a copy of the recommendation is forwarded to the P&T Committee.	No later than the first business day after December 14	<hr/> Candidate for Tenure/Date <hr/> Director, Zimmerman Law Library/Date <hr/> Dean, School of Law/Date
Candidates or concerned individuals may submit a written response to the Dean.	No later than the first business day after December 21	<hr/> Director, Zimmerman Law Library/Date <hr/> Chair, Law library Promotion and Tenure Committee/Date

		<hr/> Candidate for Tenure/Date
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3. Promotion to Professor

Year _____

Action	When	Signatures & Dates
Faculty member eligible for promotion submits the required documentation to the Promotion and Tenure (P&T) Committee chair.	By October 1	<hr/> Chair, Law Library Promotion and Tenure Committee/Date <hr/> Candidate for Tenure/Date
P&T Committee sends candidate's application materials along with its own recommendation to the Director of Zimmerman Law Library. Candidate is notified that the recommendation has been sent.	By November 15	<hr/> Director, Zimmerman Law Library/Date <hr/> Chair, Law Library Promotion and Tenure Committee/Date <hr/> Candidate for Promotion/Date
Dean discusses recommendations with the P&T Committee, the candidate, and the Director, Zimmerman Law Library.	By December 1	<hr/> Director, Zimmerman Law Library/Date <hr/> Chair, Law library Promotion and Tenure Committee/Date <hr/> Dean, School of Law/Date <hr/> Candidate for Promotion/Date
Dean submits final recommendations to the Provost. Candidate is notified when recommendation is sent.		<hr/> Dean, School of Law/Date <hr/> Candidate for Promotion/Date