

UNIVERSITY OF DAYTON SCHOOL OF LAW

LAW LIBRARY

TENURE POLICY

1. APPLICABILITY

This policy applies to all professional full-time librarians employed in the University of Dayton Law Library. This policy is intended to supplement, rather than to conflict with, existing University policies concerning the grant of tenure to librarians.

2. STATUS

Each professional law librarian is considered a University faculty member with faculty status and faculty rank, and with the same rights and responsibilities as other faculty members. Tenure under this document is granted for law librarians as librarians, and is independent of tenure granted by the School of Law.

3. CRITERIA

(a) IN GENERAL

Candidates are to be evaluated for their work as librarians and not as classroom teachers. The role of librarians as educators has long been recognized as different from but equal to the role of classroom teachers. The most important criterion is effectiveness of performance as a librarian. Therefore, other criteria, while they are to be considered, are of less importance.

(b) EFFECTIVENESS OF PERFORMANCE AS A LIBRARIAN

Following considerations are relevant in evaluating a person's effectiveness as a librarian:

- (i) Contribution to development and uses of library resources;
- (ii) Efficiency in performing library technical operations supporting instructional and research programs;
- (iii) Demonstrated administrative ability and capacity for administration;
- (iv) Participation in committees within the law library;
- (v) Maintenance of a cooperative relationship with the library staff, faculty and students;
- (vi) Demonstrated willingness and ability to serve in several diverse areas of the library;
- (vii) Understanding of current trends in legal education;
- (viii) Carrying a fair share of the library work load; and,
- (ix) Demonstrated knowledge and ability in performing specific job assignment.

(c) CONTRIBUTIONS TO THE EDUCATIONAL FUNCTION OF THE SCHOOL OF LAW AND THE UNIVERSITY

Following considerations are relevant in evaluating a person's contributions to the educational function of the School of Law and the University:

- (i) Lectures to classes when appropriate;
- (ii) Conducts library orientation tours or lectures;
- (iii) Aids students in finding and using information;
- (iv) Aids faculty members in using the library resources effectively to supplement, enrich, and improve teaching; and,
- (v) Instructs in research methods.

(d) SCHOLARLY ABILITY

Following considerations are relevant in evaluating a person's Scholarly ability, as evidenced by the execution of significant research in librarianship and/or by publication:

- (i) Publication in professional and scholarly journals;
- (ii) Presentation of professional papers;
- (iii) Reviews of books and other literature for professional publications;
- (iv) Professional consulting; and,
- (v) Service as a member of team of experts, task force, or review committee.

(e) EFFECTIVENESS OF SERVICE TO THE INSTITUTION AND THE COMMUNITY

Following considerations are relevant in evaluating a person's effectiveness in service to the institution and the community:

- (i) Participation on law school and University committees as assigned;
- (ii) Participation in institutional governance;
- (iii) Performance of non-academic service to community, state and nation;
- (iv) Participation on interlibrary committees (e.g., a consortium);
- (v) Participation in community organizations;
- (vi) Demonstrated awareness of the affairs of the University beyond the area of the Law Library; and,
- (vii) Promotion of good relations between the institution and the public.

(f) CONTINUING GROWTH IN THE PROFESSION

Following considerations are relevant in evaluating a person's continuing growth in the profession:

- (i) Demonstrated knowledge of current developments in library science;
- (ii) Participation in professional and scholarly organizations;
- (iii) Service as an officer, committee chair, or committee member in professional organizations;
- (iv) Organization of workshops, institutes, or similar meetings;
- (v) Public appearances in the interest of librarianship or information transfer;
- (vi) Work toward degree in major and related fields, including professional degrees and titles;
- (vii) Pursuit of post-graduate studies;
- (viii) Participation in seminars, workshops, fellowships, scholarships, or grants; and,

(ix) Receipt of honors or awards.

4. LAW LIBRARY TENURE REVIEW COMMITTEE

The Law Library Tenure Review Committee will be appointed for a one year term by the Dean, in consultation with the Director of the Law Library. The committee will consist of:

- (a) all tenured Law Library faculty;
- (b) one tenured School of Law faculty member;
- (c) the Director of the Law Library; and
- (d) one tenured University Library faculty member.

If at any time there are no tenured Law Library faculty members, the Dean shall appoint two (2) additional tenured School of Law faculty members.

Actions by the committee shall be determined by majority vote.

5. ANNUAL REVIEWS

An annual review of all non-tenured Law Library faculty members will be conducted by the Director of the Law Library, following the criteria enumerated above. A written report will be sent to the Dean by January 15th of each year, which will include statements concerning strengths and areas where improvement is needed. The librarian under evaluation will be provided a copy of the report, and given an opportunity to discuss it with the Director and to add written comments before its submission to the Dean. Any decision to issue a terminal contract must be reviewed by the Law Library Tenure Review Committee.

6. TENURE DECISIONS

Prior to the end of the sixth year of employment, or sooner if so specified in a law librarian's contract, the Law Library Tenure Review Committee will review each librarian's qualifications according to the criteria enumerated above and prepare a report containing a recommendation on his or her candidacy for tenure. The report will be forwarded to the Dean.

The action of the Dean approving or disapproving the committee's recommendation shall be in writing and state his or her reasons for the action. The Dean's recommendation, together with that of the committee, will be sent to the Vice President for Academic Affairs and Provost by April 15th. Tenure will not be granted without the affirmative recommendation and action pursuant to these procedures.