

IUPUI Library Faculty Handbook

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Section I: OVERALL STRUCTURE AND GOVERNANCE

A. Bylaws of the IUPUI Library Faculty (Rev. February 2013)

Preamble

Believing in the missions and goals of the various schools on the IUPUI campus, the Library Faculty is dedicated to fulfilling the varied information needs of these schools by collecting, organizing and disseminating recorded knowledge in all of its forms, and to providing access to these resources by committed library service.

The Library Faculty accepts the responsibility for maintaining high standards of performance and for participating in the development of library services.

The Library Faculty affirms the necessity for communication with all libraries throughout the library system.

The Library Faculty is committed to the concept of academic freedom and recognizes that such freedom attaches to all aspects of a librarian's professional conduct.

Therefore, these Bylaws provide for the organization of the IUPUI Library Faculty, and the creation of a forum where policy recommendations regarding these goals and needs can be developed.

I. Name

I-1. The official name of this body shall be the IUPUI Library Faculty, hereinafter referred to as the Library Faculty.

II. Membership

II-1. The Library Faculty shall be composed of all persons located on the Indianapolis and Columbus campuses who have been appointed as librarians with the rank of Affiliate Librarian, Assistant Librarian, Associate Librarian or Librarian. The Library Faculty shall also include all persons on these campuses who have been appointed as librarians with adjunct, visiting, or part-time rank of Affiliate Librarian, Assistant Librarian, Associate Librarian, or Librarian.

II-2. Library Faculty members shall have the right to vote and the right to hold office.

III. Officers

III-1. The officers of the Library Faculty shall consist of the elected officers -- Chairperson, Vice-Chairperson /Chairperson Elect, and Secretary.

III-2. An election of officers shall be held yearly and they shall serve one-year terms, with the exception of the Vice-Chairperson/Chairperson Elect who shall serve a three-year term. The Vice-Chairperson/Chairperson Elect shall assume the office of Chairperson in the second year of his/her term and that of Immediate Past Chairperson in the third year.

III-3. It shall be the duty of the Chairperson, with the advice and consent of the other officers, to lead the Library Faculty in fulfilling the purposes stated in the Preamble, to appoint committees, to conduct the affairs of the Library Faculty, and to chair the meetings.

III-4. It shall be the duty of the Vice-Chairperson /Chairperson Elect to act as Chairperson in the temporary absence of the Chairperson and to succeed to this office in the case of permanent absence or disability of the Chairperson.

III-5. It shall be the duty of the Secretary to keep a record of the transactions of all meetings, to send all necessary notices, to take care of all necessary correspondence, and to render a report of any financial transaction. It shall be the responsibility of the Secretary to maintain the IUPUI Library Faculty Listserv (LIBFAC-L) and the IUPUI Library Faculty website.

III-6. The Chairperson, with the consent of the Executive Board, shall have the power to appoint successors for the other officers if they are unable to serve their terms.

III-7. In the event that the processes specified by the Bylaws cannot be adhered to, the Chairperson shall have the power to appoint temporary successors for committee members and for elected representatives to other bodies. These appointments shall become permanent when confirmed by the Executive Board.

IV. Meetings

IV-1. The Library Faculty shall meet four times a year.

IV-2. The officers shall meet at least one time prior to each of the Library Faculty meetings and at the call of the Chairperson. If, at the officers meeting, it is determined that there is no significant faculty business, the scheduled Library Faculty meeting may be canceled. Additional Library Faculty meetings may be called at the discretion of the Chairperson.

IV-3. The last regular meeting of the academic year shall be known as the annual business meeting and shall be for the purpose of approving the slate of candidates, receiving reports of officers and committees, and for handling any other business that may arise.

IV-4. All Library Faculty members shall be notified in advance of the purpose, time and place of all general meetings.

IV-5. Thirty-three percent of the membership shall constitute a quorum.

IV-6. Any question shall be voted on by a show of hands and be so ruled by a majority of members present. A vote by ballot can be ordered by a majority vote or by the Chairperson.

V. Elections

V-1. Elections shall be conducted by May 31. Electronic voting shall be permitted. Additional nominations from the floor shall be permitted at the annual business meeting. In the event of a tie, the Nominating Committee shall conduct a run-off election by mail ballot or electronic ballot.

V-2. Newly elected officers shall assume their duties on July 1.

V-3. Upon the completion of the election process, ballots shall be destroyed.

VI. Representatives to other bodies

VI-1. The Library Faculty representatives to other bodies or committees shall be elected by the Library Faculty in accordance with procedures adopted by the Bylaws of the governing body to which the individual is to be elected.

VI-2. In the absence of procedures of the governing body, the Nominating Committee shall prepare a slate of candidates for each position. The candidate receiving the greatest number of votes shall be the representative. The candidate receiving the second highest number of votes shall be the alternate. In the event of a tie, the Nominating committee shall conduct a run-off election.

VI-3. Upon the completion of the election process, ballots shall be destroyed.

VI-4. The Library Faculty has one representative serving a three-year term on the IUPUI Campus Wide Promotion and Tenure Committee. The representative shall be elected as part of the regular IUPUI Library Faculty Elections. The terms shall begin on December 1st of that election year. The librarians' representative to the IUPUI Campus Wide Promotion and Tenure Committee shall be tenured, and to the extent practicable, should hold appointment at the rank of professor or librarian. The Nominating Committee should, whenever possible, seek candidates by alternating between the two library groups; the professional schools' (i.e. Dental, Law, Medicine) libraries and the University Libraries. The name of the elected representative shall be forwarded to the IUPUI Dean of the Faculties by the Chairperson of the IUPUI Library Faculty before November 1st (in the year of an election). If this elected representative is unable to complete his/her term, the Chairperson of the Library Faculty should notify the Nominating Committee to prepare a slate of qualified candidates for a special election. The special election should be held at the discretion of the Chairperson of the Nominating Committee of the Library Faculty.

VI-5. Library Faculty members may be appointed by the Chairperson with the advice and consent of the Executive Board to serve in any capacity with other organizations at the request of such organizations or of the Dean of the University Libraries, Indiana University, Bloomington.

VII. Executive Board

VII-1. The Executive Board shall consist of the elected officers named in Article III of the Bylaws and the immediate past Chairperson. Each library, i.e. University, Medical, Dental, and Law, shall be represented on the Executive Board. In the event that the Executive Board, consisting of the elected officers and immediate past Chairperson, does not include a librarian from each one of these libraries, then each unrepresented library shall elect a librarian to serve as an additional member of the Executive Board. The name of this representative must be presented to the Chairperson at least one month prior to the first meeting of the academic year. One ex-officio librarian representative from the IUPUI Faculty Council (IFC) and one from the University Faculty Council (UFC) may be appointed to the IUPUI Library Faculty Executive Board for reporting purposes. These representatives shall be appointed annually by the Chairperson of the Executive Board.

VII-2. The Executive Board shall be the governing body of the Library Faculty. It shall conduct all business of the Library Faculty not otherwise provided for.

VIII. Committees

VIII-1. Committees shall be appointed by the Chairperson with the advice and consent of the Executive Board with the exception of the IUPUI Librarians Promotion and Tenure Committee, which is to be elected as specified in section VIII-5(b). The Chairperson shall be an ex-officio member of all committees, except the Nominating committee. Committee appointments shall be for two (2) years, except as otherwise noted. At least one (1) member of each committee shall have served on the committee the preceding year. Committee chairs shall be selected by the committee members prior to the first IUPUI Library Faculty meeting of the year.

VIII-2. The Nominating Committee shall be composed of the immediate Past Chairperson of the IUPUI Library Faculty and two (2) members appointed by the Chairperson on or before August 15th, and shall immediately assume its responsibilities. The immediate Past Chairperson of the IUPUI Library Faculty shall serve as Chair of the Nominating Committee.

VIII-3. The Bylaws Committee shall be composed of three (3) members. It shall be the duty of the Bylaws Committee to receive or originate amendments to the Bylaws in accordance with Article X.

VIII-4. The Research and Scholarship Committee shall be composed of four (4) members. To form the initial committee, two (2) members shall be appointed for one (1) year terms and two (2) members shall be appointed for two (2) year terms. After the expiration of the initial one (1) year terms, all members shall serve two (2) year terms. It shall be the duty of the Research and Scholarship Committee to assist librarians in their research and scholarship activities.

VIII-5. The Mentoring Committee shall be composed of six (6) members, at least three (3) of whom shall be tenured. Of the six (6) members, at least one (1) member shall be from University Library, one (1) member shall be from Law, and one (1) member shall be from either

Medicine or Dental. To form the initial committee, three (3) members shall be appointed for one (1) year terms and three (3) members shall be appointed for two (2) year terms. After the expiration of the initial one (1) year terms, all members shall serve two (2) year terms. It shall be the duty of the Mentoring Committee to develop and implement campus-wide professional development and mentoring programs for the Library Faculty.

VIII-6. The IUPUI Library Faculty Standards Committee shall be composed of four (4) members, at least two of whom shall be tenured; one (1) from IUPUI University Library, one (1) from Medicine, one (1) from Dental, and one (1) from Law. It shall be the duty of the Faculty Standards Committee to review existing guidelines for general responsibilities, privileges and compensation of the Library Faculty and make recommendations where appropriate; to review policies and procedures regarding appointment, promotion and tenure criteria, performance evaluation and make recommendations where appropriate; and to review, as requested by the Library Faculty, any other matters relating to faculty development and make recommendations where appropriate.

VIII-7 (a) The IUPUI Librarians Promotion and Tenure Committee shall be composed of five (5) tenured, voting librarians, at least two (2) members from the University Library, one (1) member each from the Indiana University School of Medicine Libraries and the Indiana University School of Law-Indianapolis Ruth Lilly Library and one (1) member at large. A Director/Dean may be added to the committee when needed to fulfill campus full-rank requirements unless it would require him or her to evaluate a librarian that he or she directly or indirectly supervises. It shall be the duty of the committee to exclusively examine and review the dossier of each librarian containing all recommendations and relevant materials. The committee shall appraise each dossier relative to the approved criteria and prepare a detailed statement justifying its recommendations related to tenure, rank, and in third-year review cases, on successful progress towards tenure.

VIII-7 (b) Individual IUPUI libraries (Ruth Lilly Law Library, IUPUI University Library, and the Ruth Lilly Medical Library) shall elect members to the IUPUI Librarians Promotion and Tenure Committee by May 31 and those elected members shall begin serving on July 1. Library Faculty shall elect the one (1) at-large member. The IUPUI Librarians Promotion and Tenure Committee shall be comprised of five (5) elected members; two (2) from the University Library, one (1) from the Law Library, one (1) from the Medical Library, and one (1) at-large member. All members shall be elected for two (2) year terms.

VIII-7 (c) Should conflicts of interest arise that would reduce the number of voting librarians on the IUPUI Librarians Promotions and Tenure Committee below that required at the campus level or if additional full rank librarians are needed for a promotion case, the Library Faculty Chair, in consultation with the Executive Committee and Library Director/Dean, will seek additional members as necessary.

IX. Parliamentary Authority

IX-1. Robert's Rules of Order, latest edition, shall govern the Library Faculty in all cases to

which it can be applied and in which it is not inconsistent with the Bylaws, or special rules of order of the Library Faculty.

X. Amendments

X-1. Proposals for amending the Bylaws may originate with any member of the Library Faculty and shall be submitted to the Bylaws committee who shall inform the members in writing prior to the meeting.

X-2. A proposed amendment shall be discussed at one or more of the general meetings of the Library Faculty before a vote is taken.

X-3. A proposed change shall be effective when approved by a majority of those present.

XI. Ethics Statement

XI-1. Library Faculty shall be governed by the current Statement on Professional Ethics, approved by the American Library Association.

B. Authority of the IUPUI Library Faculty

The [IUPUI Supplement to the IU Academic Handbook](http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf) (“IUPUI Faculty Handbook”) [http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf] states in the section on “Governance at IUPUI” that “[a]n elected IUPUI Faculty Council has a central role in providing for the faculty’s participation in institutional governance. Each academic division also has a faculty governance organization.” The IUPUI Library Faculty serves as the faculty governance organization for all appointed professional librarians on the campuses of IUPUI and IUPU Columbus

C. IUPUI Faculty Council

The IUPUI Faculty Handbook states in the section on “IUPUI Faculty Governance” that “[f]aculty governance for the IUPUI campus operates through the IUPUI Faculty Council (IFC), which comprises elected unit representatives from each of the schools, elected at-large representatives from the campus faculty, and ex officio administrative members.” Librarians may be elected to the IFC as at-large representatives or as representatives of the University Library or their associated professional school.

D. Indiana University Libraries

The libraries of Indiana University on all of its campuses work together as needed to complete group purchases of library resources, manage the shared online catalog and advocate for libraries at the University level. All directors of IU libraries are members of the Council of Head Librarians which meets three times per year to discuss issues of system-wide and interest and to plan and authorize joint endeavors.

Section II: HISTORY OF THE IUPUI LIBRARY FACULTY

A. See Appendix 2.

Section III: ACADEMIC APPOINTMENTS

A. Academic Appointment Types

1. *Tenure-Track Appointments*

“Tenure-track librarians have responsibility for performance (of librarianship duties), professional development/research/creative activities, and service. Librarians have a master’s degree from an American Library Association-accredited library school or the equivalent professional credentials or a graduate degree in other professional or scholarly fields where appropriate. Titles: Librarian, Associate Librarian, and Assistant Librarian.”

Indiana University Policies, Academic Appointments: Classification of Academic Appointments, <http://policies.iu.edu/policies/categories/academic-faculty-students/academic-appointment-review/Classification-of-academic-appointments.shtml>.

2. *Visiting Appointments*

The term visiting is used in instances where, (1) an individual is on leave from another place of employment, or (2) an individual is employed on a temporary basis. The individual may be engaged in full-time or part-time duties at Indiana University. Although an individual may be reappointed as a visiting appointee, the title is not normally used for more than two consecutive years. This is not a tenure track appointment.

For more information, see Indiana University Policies, Academic Appointments: Classification of Academic Appointments, <http://policies.iu.edu/policies/categories/academic-faculty-students/academic-appointment-review/Classification-of-academic-appointments.shtml>.

3. *Adjunct Appointments*

See Indiana University Policies, Academic Appointments: Classification of Academic Appointments, <http://policies.iu.edu/policies/categories/academic-faculty-students/academic-appointment-review/Classification-of-academic-appointments.shtml>.

B. Position Descriptions

Each librarian shall be provided with a position description from their respective library administration.

C. Conditions of Employment

See IUPUI Faculty Handbook, pp. 81-82, http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf.

D. Salary Information

See IUPUI Faculty Handbook, pp. 83-84, http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf.

E. Policies and Procedures for Access to Records

See Indiana University Policies, Policy Governing Access to and Maintenance of Academic Employee Records, <http://policies.iu.edu/policies/categories/academic-faculty-students/conditions-academic-employment/Academic-Employee-Records.shtml>.

Section IV: PROMOTION AND TENURE

A. Tenure-Probationary Period

1. Basics

- a. The “tenure-probationary period” is the time between appointment as a librarian and the grant of tenure. Typically, this period is seven years, but tenure may be conferred at the time of initial appointment or after less than seven years.
- b. During the probationary period, the librarian undergoes annual reviews and a three-year formative review. Then, no later than the sixth year of probationary service, there is a review leading to a recommendation of tenure or non-reappointment.
- c. When a probationary period expires during an academic year, the probationary period will be extended to the end of that year.
- d. IUPUI Librarians are subject to the [IU policy on Faculty and Librarian Tenure](http://policies.iu.edu/policies/categories/academic-faculty-students/conditions-academic-employment/tenure-faculty-librarian.shtml) [<http://policies.iu.edu/policies/categories/academic-faculty-students/conditions-academic-employment/tenure-faculty-librarian.shtml>]. In this document, you can find further details on:
 - the tenure-probationary period;
 - credit for time at other institutions; and
 - non-reappointment.
- e. In addition, IUPUI has its own policies on early tenure and promotion as well as stopping the tenure clock. For these policies, refer to the IUPUI Tenure and Promotion Policies and Procedures, IUPUI Faculty Handbook, pp. 75-81 http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf.

2. Notice of Terms of Initial Appointment

- a. Before a librarian is appointed to a library rank in the University, the initial salary, rank, years as a librarian elsewhere creditable toward tenure, and duration of the initial appointment and of the probationary period shall be stated in writing and placed in the possession of the University and the librarian.
- b. The librarian shall also be advised in writing, before or at the time of the initial appointment, of the criteria and procedures employed in recommendations and decisions about reappointment and the award of tenure specified in the Indiana University Academic Handbook, the IUPUI Faculty Handbook Supplement, and Library Faculty documents.
- c. The librarian shall acknowledge in writing at the time of acceptance of the appointment that the conditions and terms of the initial appointment, as well as the criteria and procedures for reappointment and tenure, are agreed to.

Indiana University Policies, Reappointment and Non-Reappointment during Probationary Period, <http://policies.iu.edu/policies/categories/academic-faculty->

[students/academic-appointment-review/reappointment-non-reappointment-during-probationary-period.shtml](http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf).

3. Annual Review

“The purpose of the annual review is to provide input on the faculty member’s progress...leading to the tenure review year...and to promotion. Annual reviews also provide information for use in salary recommendations and other assessments. To be most beneficial to the faculty member, these reviews should be candid and critical appraisals of the faculty member’s work, and should call attention to weaknesses as well as strengths. Although campus and University policies do not require annual peer reviews, they are strongly recommended, and some school bylaws may make such a provision. “

IUPUI Faculty Handbook, p. 73,

http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf.

To facilitate the annual review process, each librarian is responsible for completing and filing an extensive annual report detailing their productivity for the year. University Library, Columbus, and the Ruth Lilly Law Library use the Faculty Annual Report (FAR) online in OneStart (University Library requires supplemental attachments). The Ruth Lilly Medical Library uses an in-house form. Consult with your supervisor for guidance through the annual review process.

4. Policies Governing Appointment, Reappointment, and Non-Reappointment of Librarians

During the probationary period, appointments are usually for a period of one to three years and are renewable. “Inherently, the reappointment recommendation constitutes a written form of review. After the period of initial appointment, reappointment is considered annually until the end of the probationary period, and thereafter, for non-tenured faculty, at intervals one year prior to the end of a multi-year appointment.”

IUPUI Faculty Handbook, p. 69,

http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf.

See also Indiana University Policies, Reappointment and Non-Reappointment During Probationary Period,

<http://policies.iu.edu/policies/categories/academic-faculty-students/academic-appointment-review/reappointment-non-reappointment-during-probationary-period.shtml>.

5. Three-Year Formative Review

The three-year formative review is essentially:

- A no-risk opportunity for tenure-track librarians to receive objective guidance about their progress towards promotion and tenure thus far from colleagues who want to see them succeed;
- A “practice run” for the future promotion and tenure dossier.

a. Official policy

“To ensure that all tenure-probationary faculty members benefit from helpful and meaningful assessments of their progress toward promotion and tenure near the mid-point of their probationary period, a Three-Year Formative Review...shall be conducted on all such faculty members during the spring semester of the third year of their appointments in

accordance with the following guidelines.

Applicability

This policy applies to all tenure-probationary faculty members at IUPUI, with the exceptions noted immediately below. The term “third year” refers to the third full academic year of the tenure-probationary faculty member’s appointment. However, faculty members who enter with one year of credit toward tenure are in their “third year” during their second full academic year of appointment, and those who enter with two years of credit are in their “third year” during their first full academic year of appointment. Those who enter either with tenure or with more than two years of credit toward tenure are exempt from the Review.

Procedures

In schools or units where faculty-approved policies or guidelines for conducting the Review already exist, those policies or guidelines should be followed to the extent that they do not seriously conflict with the general procedures set forth below. If there is conflict, especially regarding due dates and required documentation, such schools or units ought to resolve it by either revising their policies or guidelines accordingly, or negotiating special arrangements with the Office of the Dean of the Faculties.

In schools or units where such policies or guidelines have not yet been formulated or approved by the faculty, the Review shall in the interim be conducted in adherence with the following general considerations.

- a. The chief purpose of the Review is to provide tenure-probationary faculty members with feedback from the school or unit level review committees regarding their cumulative progress toward promotion and tenure. Hence, other than the department chair or school dean, involvement by the department’s Primary Committee (where applicable) and/or the school’s Unit Committee (where applicable) in the Review is essential.
- b. The order of review and deliberation involving the department chair or school dean and the Primary and Unit Committees should generally follow the sequence and procedure used by each school in handling ordinary tenure and promotion cases.
- c. **The faculty member being reviewed should submit only a candidate’s statement together with an up-to-date vita** (preferably in accordance with the “Dean of the Faculties’ Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers”). The statement (not to exceed 5 pages) should be similar in organization to the statement the faculty member would expect to write at the time of making a case for promotion and tenure. In particular, it should clearly state the anticipated area(s) of excellence or the intention to request consideration on the basis of a balanced case.
- d. The department chair or school dean and the Primary and Unit Committees (where applicable) must each provide the faculty member with a written assessment that includes evaluation of progress toward promotion and tenure, using normal and appropriate metrics that will eventually be employed in a tenure decision. If the chair, the dean, or the Committees identify any problems, their assessment must include specific suggestions for remedy aimed at helping the faculty member and the faculty member’s department or unit in their efforts to rectify the problems.

Documentation and Reporting

A copy of each review report, whether by the Committees, the chair, or the dean, shall be communicated to the faculty member under review within three days of the time it is completed. To ensure that the Review is properly conducted for all applicable tenure-probationary faculty members, the dean of each school shall be responsible for submitting copies of the chair's or the dean's and the Committees' reports on all tenure-probationary faculty members who have been reviewed to the Office of the Dean of the Faculties by May 31 each year.

Limitation on the Use of the Review

"The thrust of the Review shall be to help the tenure-probationary faculty member to succeed. The Review and its findings shall NOT be used by the department chair or the school dean, or the Office of the Dean of the Faculties, as the basis for a tenure decision, a pre-tenure decision, a reappointment or non-reappointment decision, or any personnel action of like kind. The tenure-probationary faculty member is not limited in the use of the Review."

IUPUI Faculty Handbook, pp. 73-75,

http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf.

The documentation required in the submission to the Office of the Dean of Faculties includes:

- Candidate's summary statement (≤ 5pages)
 - Succinct statement calling attention to the librarian's accomplishment in performance, professional development, and service.
 - Clearly state anticipated area(s) of excellence.
- Detailed vita in prescribed format [see discussion and links to CV format at IUPUI Academic Affairs [Promotion and Tenure Guidelines](http://academicaffairs.iupui.edu/PromotionTenure/IUPUI-Guidelines) (<http://academicaffairs.iupui.edu/PromotionTenure/IUPUI-Guidelines>)]
- Supervisor's evaluation
- Primary Peer Review Committee evaluations (if applicable)
- Position description or equivalent
- Brief summary of pre-IUPUI professional activities (if applicable)

Note that the May 31 deadline is the only campus-wide deadline for three-year reviews. For earlier deadlines and timetables leading up to this deadline, especially the due date for your statement and vita, consult your library unit or professional school's guidelines or your supervisor. Typically, your statement, CV, and position description are due to your primary review committee (or equivalent) in late February.

B. Promotion & Tenure

1. Librarian Ranks

- a. "**Librarian**" is the rank for librarians whose performance as Associate Librarians has been superior and whose professional development, research and/or creativity, and service have resulted in the attainment of state, regional, or national recognition in the library profession. Tenure normally accompanies this title when Librarian rank is conferred at time of appointment.
- b. "**Associate Librarian**" is the title for librarians who have excelled in performance as Assistant Librarians and whose professional development, research and/or creativity,

and service show continued improvement. Tenure is normally attained in this appointment; however, promotions to this title may be made before the sixth year without granting tenure.

- c. ***“Assistant Librarian”*** is the title for librarians who have had at least two years of appropriate experience; whose performance has met and fulfills the requirements of operational standards; whose professional development, research and/or creativity, and service have been satisfactory; and who show potential for meeting the criteria for promotion to Associate Librarian. Time spent as assistant librarian is counted toward tenure. In exceptional cases, librarians may be tenured in this appointment.

Indiana University Policies, Faculty and Librarian Promotions,
<http://policies.iu.edu/policies/categories/academic-faculty-students/conditions-academic-employment/faculty-promotion.shtml>

2. ***Criteria for Promotion & Tenure***

a. **A librarian is assessed in three categories:**

- i. “Performance”
 - The prime requisites of an effective librarian are intellectual competence, integrity, proficiency and a willingness to cooperate with others in carrying out the responsibilities of his/her position in the library. Evidence must show that the librarian uses professional experience, knowledge of appropriate research and creativity to solve problems, improve services, innovate, and lead. Recommendations for an individual’s promotion should include evidence drawn from such sources as the collective judgment of peers, faculty and colleagues, who have been closely associated with or have some knowledge of the candidate’s work.
- ii. Professional development/research/creative activities
 - A librarian who is responsive to the demands of the profession keeps abreast of the latest developments in Librarianship and makes original contributions through professional development/research/creative activities. Assessment of the quality of professional development/research/creative activities is based on evidence of the impact of such work on the development of the librarian and the advancement of the profession, among other factors.
- iii. Service
 - A librarian is expected to assume service responsibilities. Assessment of the quality of service is based on evidence of its impact on furthering the goals of the library, the specific campus, the University, the community and the advancement of the profession, and its effect on the development of the individual, among other factors.”

Indiana University Policies, Faculty and Librarian Promotions,
<http://policies.iu.edu/policies/categories/academic-faculty-students/conditions-academic-employment/faculty-promotion.shtml>

For detailed information about each of these criteria as they apply to IUPUI librarians, please refer to Suggested Standards for Evaluating Librarians (as adopted by the IUPUI Librarians, February 13, 2008) in Appendices 4-6.

b. Differences in application according to individual library mission

“Performance of Librarianship duties, professional development/research/creative activities, and service to the profession, university, and community are long standing University promotion criteria for librarians. Promotion considerations must take into account, however, differences in mission among campuses, and among library units within some campuses, as well as the individual librarian’s contribution to the library/campus mission. The relative weight attached to the criteria above should and must vary accordingly. In all cases the candidate’s total record should be assessed by comprehensive and rigorous peer review. Promotion to any rank is a recognition of past achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments.”

Indiana University Policies, Faculty and Librarian Promotions,
<http://policies.iu.edu/policies/categories/academic-faculty-students/conditions-academic-employment/faculty-promotion.shtml>

3. Expectations

a. Tenure

- i. The candidate must excel in performance and be satisfactory in the areas of professional development, research and/or creativity, and service.

b. Promotion from Assistant Librarian to Associate Librarian.

- i. A librarian candidate for promotion from associate to full must excel in performance, excel in one of the other two criteria, and be at least satisfactory in the third area.
- ii. “Excellent performance of Librarianship duties is the primary criterion. Professional development/research/creative activities and service are secondary criteria. The candidate must demonstrate continued improvement beyond the satisfactory level in one and be satisfactory in the other. If professional development is the secondary criterion, the librarian demonstrates a definite continuing program of relevant professional contributions and activities. If service is the secondary criterion, the librarian demonstrates a definite continuing commitment to service that reflects favorably on the University and the libraries, marked by increased levels of responsibility.” Indiana University Policies, Faculty and Librarian Promotions,
<http://policies.iu.edu/policies/categories/academic-faculty-students/conditions-academic-employment/faculty-promotion.shtml>

c. Promotion from Associate Librarian to Librarian.

- i. A librarian candidate for promotion from associate to full must excel in performance, excel in one of the other two criteria, and be at least satisfactory in the third area.
- ii. “Promotion is based upon achievement beyond the level required for Associate Librarian. The librarian must have demonstrated an extraordinary ability and level of Librarianship which stimulates/ inspires others. Wherever feasible he or she should have demonstrated the ability to direct the work of others, mentor students or train staff and colleagues. If professional development/research/creative

activities is the secondary criterion, the candidate should have shown a continued growth in professional contributions which has enhanced the reputation of the University. If professional service is the secondary criterion, distinguished contributions must be evident.” Indiana University Policies, Faculty and Librarian Promotions, <http://policies.iu.edu/policies/categories/academic-faculty-students/conditions-academic-employment/faculty-promotion.shtml>

See [Summary of Areas of Excellence and Expectations for Various Faculty Categories](#). 2013-14 Chief Academic Officers Promotion and/or Tenure Guidelines. [<http://academicaffairs.iupui.edu/media/38c3e7f2-d69e-4089-96d8-a80b74c1ec49/E8vWiA/AAContent/02-PromotionTenure/PromotionAndTenure/Resources/PTGuidelinesCHARTexcellsum.pdf>]

4. ***The balanced case***

In exceptional cases, a librarian may be tenured or promoted based on excellent performance and a presentation of balanced strengths across the other two areas of professional development, research and/or creativity, and service. In such cases, where neither of these two areas reaches the appropriate level of distinction when considered separately, the consideration of the two areas together show a level of distinction appropriate to the rank under review. The balanced case may be particularly suitable for librarians whose professional development, research and/or creativity and service activities are very closely intertwined.

The balanced case will not compromise current criteria for performance and may be applied only to professional development, research, and/or creativity and service.

5. ***Timeline for promotion and tenure dossiers***

a. See Appendix 7.

6. ***Instructions/Guidelines for Promotion and Tenure Dossiers***

a. **Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers**

Every year, the Chief Academic Officer publishes *Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers*. This publication is the comprehensive and authoritative source for current information on dossiers, routing documents, forms, standards, timetables, etc. Rather than reproduce them here, please refer to the current guidelines and other resources at the [IUPUI Academic Affairs](#) website

[<http://academicaffairs.iupui.edu/PromotionTenure/IUPUI-Guidelines>].

b. **Additional “tips” for Promotion and Tenure Dossiers**

Below are additional “tips” for preparing your dossier. In the event that the information in these tips conflicts with information given in the applicable *Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers*, always follow the information in the Guidelines rather than the information provided here.

i. **Summary of Performance Excellence**

The performance section should describe major accomplishments during the entire time period covered by the dossier in a way that enables evaluators to apply the indicators of quality. This section should be written in a narrative or essay style. Clear organization is essential. Grouping the discussion of major accomplishments by type (e.g. bibliographic

instruction, fund management, etc.) is recommended. For all activities addressed in the summary, take care to explain the significance of the activity in light of the indicators of quality listed in Suggested Standards for Evaluating Librarian Performance (see Appendix 3) or other relevant indicators. Also take care to explain the degree to which the librarian developed and/or implemented the activity.

All abbreviations and acronyms should be adequately explained. The librarian should keep in mind that not all individuals who review the promotion and/or tenure dossier will be familiar with the types of activity or with the professional association(s) listed. This is true throughout the dossier.

i. Summary of Professional Development, Research and/or Creativity

The professional development, research and/or creativity section should describe major accomplishments during the entire time period covered by the dossier in a way that enables evaluators to apply the indicators of quality. This section summarizes the librarian's efforts to expand individual professional knowledge by conducting research, developing creative projects, pursuing advanced degrees and/or participating in continuing education activities.

This section should be written in narrative or essay style. Grouping the discussion of major accomplishments by type (e.g., continuing education, professional memberships, conference attendance, workshop attendance, papers presented, publications) is recommended. Again, take care to explain the significance of the activity in light of the Suggested Standards for Evaluating Librarian Professional Development, Research, and/or Creativity (see Appendix 4). For published papers include an explanation of the significance of the journal for those outside the area of specialization. For collaborative activities and works of joint authorship, the extent of each individual's contribution should be clearly stated.

ii. Summary of Service Activities

Service to the libraries, the University, students, the discipline or library profession, the community, and other organizations is reported in this section. This section should be written in narrative or essay style. The extent of participation in service activities should be fully explained (e.g., offices held and accomplishments achieved, importance and impact of the committee's work, and the librarian's specific contribution to the committee's work). See Suggested Standards for Evaluating Librarian Service in Appendix 5.

iii. Non-IU Libraries Experience in the Dossier

Dossiers prepared for **tenure** cover the entire professional career including relevant professional positions held prior to Indiana University. All previous professional library positions must be covered in a tenure dossier, but the dossier is not limited to professional library positions. Relevant professional experience outside of the library field may be included if it would be seen as strengthening the dossier. The candidates who are unsure about what to include should seek guidance from their mentors, their supervisors, or colleagues.

Those who are reviewing the dossier are aware that many tenure candidates have difficulty obtaining documentation from positions held outside of IU, and that in some cases such documentation doesn't exist. Therefore, there are no set requirements as to what must be included and the format in which it must appear. It is the candidate's responsibility to include the documentation that can be obtained, and if necessary to

reconstruct descriptions of previous professional positions, and to present it in a cohesive, organized fashion in a manner that will give those reviewing the dossier a thorough picture of one's professional career.

iv. Supporting Documents

Documentation must effectively represent activities and accomplishments in a way that enables evaluators to apply the standards in Appendices 3 - 5. Documentation in this section should be subdivided into sections documenting the three areas: performance, professional development, research and/or creativity, and service.

Be selective in your choice of supporting documents. The purpose of documentation is to communicate the significance of your activities, not to prove that you did them.

Documentation for important activities and accomplishments mentioned in each area summary should be included in the supporting document section.

Include a table of contents listing the documentation. If necessary brief annotations may be added to the table of contents or documents to explain the impact of activities and accomplishments, clarify roles in joint projects, and provide other information needed to support the case. The year to which the documentation applies should be noted on each document.

(1) Supporting Documents for Performance:

Documentation of performance should represent the impact of accomplishments reported. See Documenting Performance in IUPUI Librarian Dossiers in Appendix 6. Documentation for the area of performance might include the types of documents listed below.

- Evaluative statements from former supervisors, colleagues, students, faculty, or other users of the library, including joint statements when the librarian served as part of a team
- Descriptions and evaluation of teaching responsibilities that are part of one's job assignment
- Evidence of the significance and impact of innovative applications
- Materials prepared and their use or application
- Descriptions of development or use of new or existing technologies which impact performance and services to users
- Evaluator's portion of annual reviews
- Solicited letters requested by a third party
- Grant proposals related to performance written and/or received, including results
- Descriptions of performance-related continuing education

If an activity is listed as teaching, indicate whether you developed the curriculum and syllabus and the extent to which others participated in teaching the course. If teaching or bibliographic instruction is a significant item in building your case, secure systematic evaluations of your teaching over a period of time. If possible use a form comparable to that used by teaching faculty on your campus or in your school.

(2) Supporting Documents for Professional Development, Research and/or Creativity:

Documentation of professional development, research, and/or creativity should represent the impact of accomplishments reported. The documentation should provide evidence to demonstrate the librarian's responsiveness to the demands of the profession by keeping abreast of latest developments and by contributions to knowledge and sharing of that expertise. Documentation for the area of professional development, research and/or creativity might include the types of documents listed below.

- Evidence of the quality of research, publications, papers, presentations, and other professional contributions. Such evidence might include copies of publications, summary of project, samples pages, reviews, abstracts, letters, or colleague evaluations.
- Evidence of fellowships, grants, awards, and/or other special honors
- Evaluator's portion of annual reviews
- Evaluative statements from colleagues
- Solicited letters requested by a third party
- Description of the impact of continuing education activities

Copies of publications, regardless of format, should be included. Photocopies are acceptable. If the journal citation does not appear on the photocopy, type it on the top of the first page. It is not necessary to include a copy of the entire journal. Provide the URL for all World Wide Web materials listed.

Describe your level of contribution to the pages, that is, did you develop the content and/or create the design and/or provide technical expertise. Sample pages (screen prints) and/or an annotation of the Web product would be useful if it is a significant part of your case.

The exact status of each publication should be noted. For example, articles which have been officially accepted by an editor or publisher should be identified as "in press". Articles which have been submitted for editorial review, but which have not been accepted or which have been accepted subject to revision should be identified as "submitted" or "under editorial review". Work in progress should be so labeled. Normally, work in progress will be of little relevance in the promotion process, but may be relevant to the tenure decision.

Indicate peer reviewed or refereed journals and/or papers. For refereed or non-refereed journals, describe the circulation and readership.

(3) Supporting Documents for Service:

Documentation of service should represent the impact of activities and accomplishments reported. The documentation should provide evidence to demonstrate the librarian's application of knowledge, skills, and expertise to benefit the institution, discipline, profession, or the community. Documentation for the area of service might include the types of documents listed below.

- Evidence of the significance and impact of professional service activities (University, library, regional, state, national, community, etc.)
- Evaluative statements from colleagues or others that your service has impacted

- Evidence of individual leadership contributions and/or significant roles which may include offices held in professional associations with summary of accomplishments
- Evidence or copies of service-related publications or presentations
- Description and evaluation of teaching responsibilities performed for departments or agencies outside the library
- Evidence of professional consulting projects
- Solicited letters requested by a third party

6. *Appendices related to tenure*

- Appendix 3. Suggested Standards for Evaluating Librarian Performance
- Appendix 4. Suggested Standards for Evaluating Librarian Professional Development, Research, and/or Creativity
- Appendix 5. Suggested Standards for Evaluating Librarian Service
- Appendix 6. Documenting Performance in IUPUI Librarian Dossiers
- Appendix 7. Timeline for Promotion and Tenure Dossiers
- Appendix 8. Librarian Promotion and Tenure Dossier School/Unit Review Form and Checklist (2013)
- Appendix 9. University Library Librarian Routing and Action Form (2013)
- Appendix 10. Professional School Libraries Librarian Routing and Action Form (2013)

Section V: POST TENURE

A. Review and Enhancement

“IUPUI’s faculty and librarians represent its most important resource. The development and maintenance of every faculty member or librarian’s professional expertise must be among the highest priorities of the institution. An overwhelming majority of faculty and librarians are professionally competent, productive, and contribute to fulfilling the mission of IUPUI. Thus, Faculty/Librarian Review and Enhancement is designed to focus on two small groups of faculty and librarians - those who seek a change in career direction or emphasis and those who are failing to meet minimum levels of performance or productivity. Faculty/Librarian Review and Enhancement provides a structure for the preparation and implementation of faculty/librarian development plans to meet the needs of these two groups of individuals.”

IUPUI Library Faculty adhere to campus guidelines regarding review and enhancement as specified in the IUPUI Faculty Handbook, pp. 90 – 91 and Appendix B, pp. 135 – 141.
http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf.

B. Sabbatical Leave

“The sabbatical leave program is available to provide time for scholarly research and any travel incident thereto, and to allow members of the faculty to keep abreast of developments in their fields of service to the University.”

IUPUI Library Faculty are subject to campus guidelines, which follow Indiana University policies and processes regarding sabbatical leaves.

IU Academic Handbook, § 4.3.2,
[https://www.indiana.edu/~vpfaa/academichandbook/index.php/2. The Academic Appointee and the University#Sabbatical Leaves Program](https://www.indiana.edu/~vpfaa/academichandbook/index.php/2.TheAcademicAppointeeandtheUniversity#SabbaticalLeavesProgram).

Section VI: GRIEVANCE PROCEDURES

At IUPUI, faculty librarians are eligible to seek redress for grievances through the established informal grievance process and, if informal measures fail, to seek a Faculty Board of Review. The full policy is located in the IUPUI Faculty Handbook, pp. 92 – 93.

http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf.

Section VII: SUPPORT SERVICES

A. Mentoring

Many models for mentoring exist such as one-to-one, group mentoring, peer mentoring, collaborative mentoring, and self-designed programs. Initiation/motivation from the mentee side is crucial for success of the relationship.

Aside from a variety of models, the focus of the mentor/mentee relationship has a variety of possibilities beyond Promotion and Tenure (P&T) support. While P&T support is a crucial component for junior faculty success, mentoring can and should be broader in scope and help develop a variety of skills for mentees in their professional careers.

Mentoring should be an ongoing process for all librarians, not just those who are untenured. We strongly urge that a holistic approach to mentoring be taken to support and invigorate ALL IUPUI librarians, whether they are brand new to the IUPUI system or have been here for many years.

To aid in the development of a formal mentoring process that will benefit both the mentee and the mentor, the Library Faculty initiated a mentoring committee. Librarians are also mentored by immediate supervisors and colleagues on a less formal basis. Librarians may also initiate their own one-on-one mentoring relationships within or outside their units.

B. Awards and Grants

Librarians are eligible for most of the grants and awards available to all faculty at IUPUI. For a complete listing, please visit the [IUPUI Academic Affairs website \[http://academicaffairs.iupui.edu\]](http://academicaffairs.iupui.edu) under Funding/Awards. Opportunities include funding and awards related to research, teaching, professional development, travel to overseas conferences, and more.

1. **Herbert S. and Virginia White Professional Development Award** Employees of the IU Libraries system who hold an MLS degree or have equivalent experience on all campuses, including clerical, technical, PA positions, and librarians are eligible to apply for this award. Further information about the award, the process, eligibility, criteria, and the application form are available at: <http://tinyurl.com/White-Award-Documents> (CAS login required).

2. **InULA Research Incentive Fund** The Indiana University Librarians Association (InULA) (http://www.indiana.edu/~inula/wp_2012/) is open to all librarians in the Indiana University system. Membership confers eligibility to apply for grant monies to support librarian research. Guidelines and application form available from the InULA website (http://www.indiana.edu/~inula/wp_2012/inula-research-incentive-fund-guidelines/).
3. **Minde Browning Professional Development Grant** “provides financial support for librarians and library staff [in Central Indiana] to further their skills through the following areas: professional conferences and workshops, professional coursework, leadership development programs, and group programs related to libraries, media centers, etc.” Application, with details and instructions, and report forms are located on the Central Indiana Community Fund (CICF) website [<http://www.cicf.org/grantseekers/forms-and-resources/>].

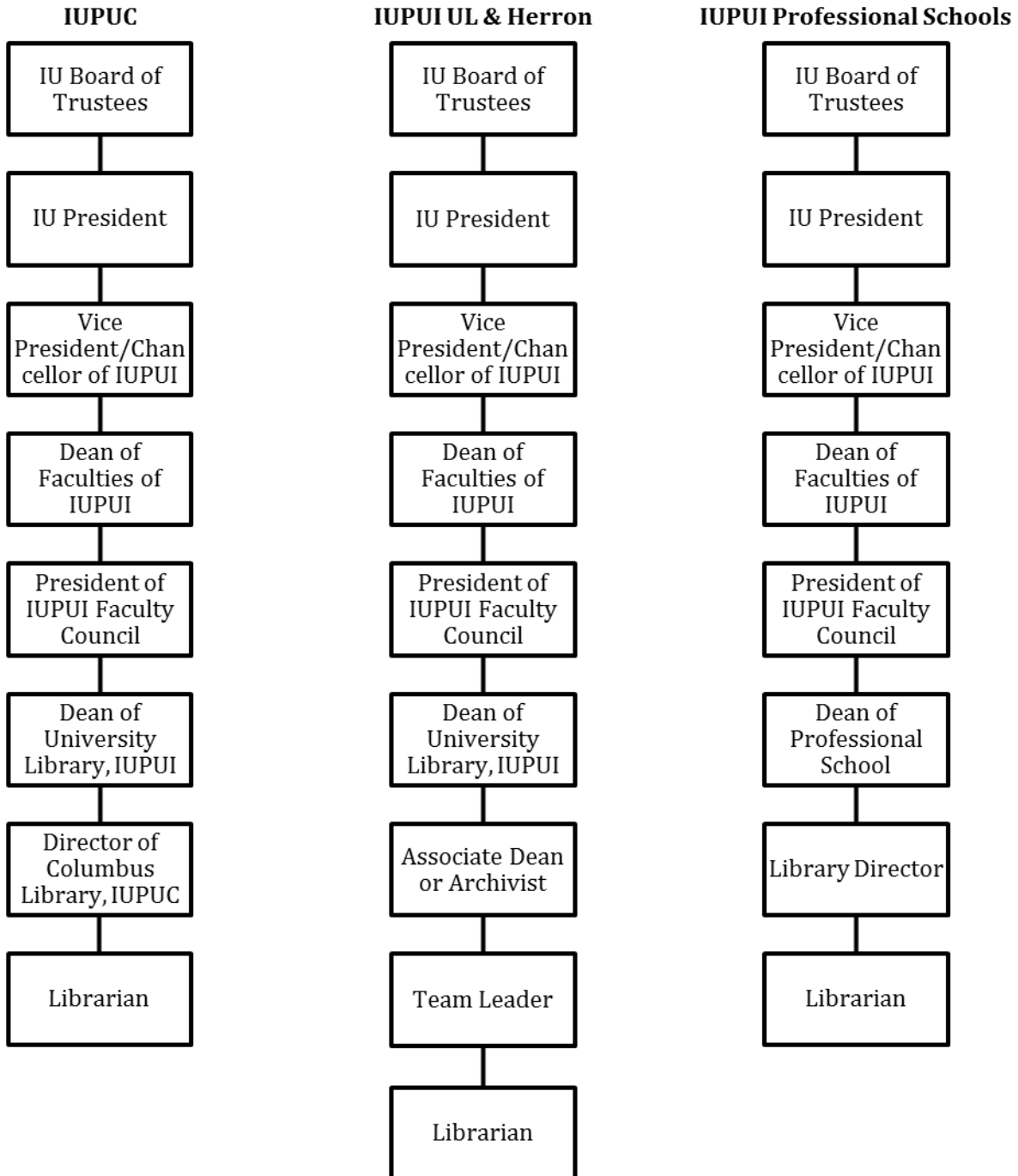
C. Research Leave

University Library has a formal application process for faculty librarians, both tenured and untenured, to apply for up to eight (8) total weeks of paid leave during a three (3) year period in order to pursue professional development, research, or service activities. For University Library research leave application and guidelines, please see consult the University Library Faculty Organization (ULFO) Oncourse site or contact the current chair of the ULFO.

School of Dentistry, Ruth Lilly Medical Library, and Ruth Lilly Law Library librarians should consult their directors for information on research leave opportunities.

APPENDICES

Appendix 1. Organizational Charts (Chain of authority for grants, awards, policy, grievances, etc.)



Appendix 2. Timeline of IUPUI Library Faculty (WORKING DRAFT)

1969 when it all began...

IUPUI was established in 1969 - combining the existing Purdue (38th street) extension services and IU extension services (Delaware street) campuses, IU Nursing, IU Medical and IU Dental Schools, John Herron School of Art, the AAU /PE Normal college, a Social Services school plus the Indianapolis Law School (located in the Maennerchor building)

There were 8 library collections staffed by 16 “professional librarians” housed in 7 locations across Indianapolis at the time. More librarians needed to be hired and 4 new campus buildings were being built by IU near the IU Medical and Dental Schools for an “undergraduate campus.” Two of those buildings were to house libraries. Maynard K. Hine was named first Chancellor of IUPUI.

Founding Librarians: Helen W. Campbell, Librarian of the Dental Library had been a part of IU Libraries since 1937, Evelyn Allen was her assistant. Mary Jane Laatz, Librarian of the Medical Library , since 1941, Nina Campbell ,since 1951, Alma Connell, Virginia Humnicky, Mary Kralicek, Jeanne Mueller since 1958, Ann Van Camp, Elaine Whittinger was in charge of the Nursing collection. Florence McMasters was head of the Law Library, Christina Stevens was her assistant, William F. Mayles, had been at the 38th Street Library of Purdue/IUPUI since 1966 and Jeannette Matthew had been the librarian at the IU Downtown Campus Library on Delaware Street since 1956, Frank Brey since 1968, and Jill Wright was their assistant.

Faculty status: IUPUI Faculty Council (IFC) Meeting : 6/1969 : “Adoption of Librarians... IUPUI Professional Librarians are to be accepted as members of IFC.” Details would be worked out later. Cited in “Council of Librarians” minutes later many times. *Cannot find actual minutes of this IFC meeting in UL archives...but reports of this action later verify that Librarians were added to bolster the representation census counts of faculty in Indianapolis for a greater number of representatives for IUPUI vs. Bloomington in University Faculty Council.*

1970

Maudine B. Williams and David V. Lewis were hired to run the Herron School of Art Library in 1970 by the School Dean, De Bres Taylor, three years after the school had joined IU and the Herron Art Institute museum had moved to the Woodstock/J. K. Lilly estate-off 38th Street, taking most of the original John Herron Art Institute library collection. They would be added to the University Librarians.

IUPUI Subject Collections and Libraries are consolidated; Nursing Collection and Medical Library merge; new Downtown Campus Library (DCL) built at 420 Blake Street with Normal College and Social Services school collections to be added to the DCL collection from Delaware street, Law Library moves into new Law Building at 735 West New York Street. IUPUI Columbus Campus opens. IUPUI holds its first commencement.

Faculty status: Movement to attain faculty status for all professional career librarians in the IU system sponsored by Indiana University Librarians Association (InULA) based in Bloomington, for all 8 campuses. They petition the IU Board of Trustees for action. The Committee on the career status of Library Personnel is formed. Cecil K. Byrd was Director of Libraries, IU- Bloomington, with the largest number of librarians and staff and represented all professional librarians to the IU Central Administration and IU Board of Trustees.

Memo from Chancellor:

IUPUI
Office of Chancellor, IUPUI
Maynard K. Hine
March 4, 1970
Library Coordination:

1. There will be no central library administration for IUPUI
2. A Library Coordinating Committee for IUPUI will be formed. Monthly meetings .
3. A "Council of Librarians" will be formed of an administrator per each library
Monthly meetings with VC and VP of Academic Affairs Dr. Buhner as chair, representing the Chancellor.

1971

IUPUI Undergraduate campus of three buildings opens (Cavanaugh Hall, Lecture Hall and Blake Street Library/DCL)

Faculty Status: The Committee on the Career Status of Library Personnel: Report(s) : March 26, 1971

All Librarians meeting (in April) called to discuss possible actions of University administration in response to Majority report (recommends full faculty status, ranks, and benefits) and Minority Report and create:

Alternative Proposal: 11 points

1. Structure of ranks analogous to those of teaching faculty shall be designed for the library system. Advancement within ranks shall be by promotion after evaluation by the Librarians' Promotions Committee. Criteria for promotion shall be developed by the librarians, and the basic elements of which should be: professional contribution and growth, professional research and creativity, teaching (when appropriate) and service to the University and community.
2. Librarians shall have tenure in a manner analogous to teaching faculty. There should be a Librarians' Tenure Committee.
3. Grievance and appeal procedures shall be established within the library system in a manner analogous to the teaching faculty.
4. Librarians shall have the franchise, be eligible to vote for members of the faculty council and to make nominations for members.
5. Librarians shall be eligible to serve on the faculty council of their respective campuses and on the University Faculty Council, and they shall be appointed to serve on University committees both at the campus and all-University level.
6. The head of each library system, and of each regional campus library should be a permanent member, *ex officio* of the appropriate faculty council.
7. Librarians shall be eligible for sabbatical leaves
 - a. one semester at full pay every five years
 - b. Two semesters at half pay every five years
 - c. Every third summer at full pay.
8. Salaries of librarians shall be brought up to a level approximating those of the faculty.

9. Librarians shall have the same access to University grants, fellowships, and research funds as teaching faculty.
10. Librarians appointed to the upper three ranks shall have TIAA after one year of service.
11. Librarians shall be given 10 month appointments including all academic holidays granted to the teaching faculty...

1972

IU Board of Trustees: February 25, 1972 meeting: Approval of IU Librarians to have analogous faculty status. Nearly all points of the Report of the committee on the career status of Library personnel (see the 11 points above) accepted with a few minor modifications, except #11. Librarians are given 12 month appointments. A memorandum on this is circulated to all Librarians in the IU system and the Purdue Librarian. Librarians are mandated to begin transition to new status as “Library Faculty” on all campuses.

IUPUI Professional Librarians prepare a provisional constitution in 1972 for electing officers, representatives and committees. Mary Jane Laatz is acting Chairperson, Jeannette Matthew is acting Secretary, until full elections are held. IUPUI Professional Librarians to become the IUPUI Library Faculty (organization/council) for the first time.

Dean W. Carl Jackson is hired as Dean of University Libraries, IU- Bloomington, replacing Dr. Byrd. He initiates the formation of an all-University Library Faculty Council, later known as IULFC. Committees mirror those established by faculty (like a Board of Review- for grievance issues, is required) and P & T, plus a standards committee to develop uniform policy for Interlibrary Loan system wide, circulation rules etc.

1973

January 23, 1973 meeting of the IUPUI Professional Librarians: mandate for preparing a Handbook for Librarians like the faculty handbook, to assist members to utilize new status.

March 6, 1973: first elections of officers for the 1973-1974 term of IUPUI Library Faculty, Jeanne Mueller, Chairperson, Ann Van Camp, Vice Chairperson, Kay Hosier, Secretary.

March 9, 1973: first Indiana University Library Faculty newsletter, *IUL News*, vol. 1, no. 1 is published in Bloomington and sent to all IU Library Faculty at all campuses.

University Faculty Council (UFC) adopts and amends its Constitution and the Academic Handbook - to include Librarians as voting members at its August meeting.

IUPUI Faculty Council (IFC) amends its Constitution and Bylaws to include Librarians as voting members at its November meeting. Librarians are included in the IFC “Handbook”: a supplement to the Academic Handbook.

1974

Robert J. Bonner is hired as Director of IUPUI Libraries, to supervise the “Blake Street Library”, 38th Street Campus Library and Herron School of Art Library Faculty and also represent the School of Medicine Library, School of Dentistry Library and Indianapolis Law School Library Faculty as well to the Administration.

May - July 24, 1974 Final approval of the Constitution and Bylaws of the Indiana University Library Faculty Council (IULFC) This was the system wide organization for all campuses Librarians see IUL News, Vol. 1 #15, May, 1974 and Summary All-University Library Faculty Council, July 24, 1974

IULFC provided an IU Library Faculty Handbook for all librarians, popularly called the "Red Book" from 1974-2012, developed by Marilyn Shaver, Personnel Librarian (1974-1994) in Bloomington. It included criteria, procedures, routing charts, forms and policies for librarians on all campuses.

1975:

By April 1975 there were 30 Library Faculty at 6 IUPUI Libraries. Libraries were at: Dental School, Medical School, Law School, Blake Street or "Downtown campus", Herron School of Art Library at 16th Street, Science Library at the Purdue campus at 38th Street.

Faculty status: IUPUI Library Faculty Constitution and Bylaws, 3rd Draft revised, proposed November 1974 was finally approved by all members on February 12, 1975, replacing the provisional CAB of 1972.

1977 Columbus campus hires its first professional Librarian, Penni Vogel - part-time for the 1977/1978 Academic year. Penni Vogel left IUPUC after setting up the library for a full time position. She was replaced in 1978 by Janet Feldmann, also a part-time appointment - until 1981, when she became a full time academic appointee, a part of University Libraries faculty, on tenure-track.

Sources: UA 28 IUPUI - University Library Archives Files. Searched July-August, 2013.
Gray, Ralph IUPUI-the making of an urban University.

JLH/jlh 08/20/13.

Appendix 3. Suggested Standards for Evaluating Librarian Performance (effective 2008)

SUGGESTED STANDARDS FOR EVALUATING LIBRARIAN PERFORMANCE (adopted February 13, 2008 by IUPUI Librarians)

Note to faculty –

- Professional service activities (including administrative responsibilities) prescribed by the candidate's position description are NOT considered Librarian Service, but rather Librarian Performance.
- Any scholarship related to performance is considered Librarian Professional Development, Research and/or Creativity.

Type	Unsatisfactory	Satisfactory (Not sufficient for promotion beyond the Assistant Rank or for tenure)	Excellent (Required for Associate Rank and tenure)	Exceptional Achievement (Required for Librarian Rank)
Librarian Performance	<p>Examples of unsatisfactory performance include but are not limited to:</p> <ul style="list-style-type: none"> • Lack of continued contributions toward the library's mission and/or goals • Lack of meaningful documentation of the contributions of the individual librarian • Lack of meaningful documentation of impact made by the librarians' contributions • Lack of evidence of effective accomplishment of professional responsibilities outlined in the individual librarian's position description 	<p>Consistently makes contributions toward the library's mission and/or goals.</p>	<p>Meets and exceeds the criteria for satisfactory by consistently making significant contributions toward the library's mission and/or goals.</p> <p>Examples of significant contributions include, but are not limited to:</p> <ul style="list-style-type: none"> • Increasing either the quality or efficiency of a library service, program, product or project • Implementing a new service, program, product, or project (with supervisory approval) • Mastering important new responsibilities (beyond those assigned at time of appointment) 	<p>Exceeds the criteria for excellent by consistently making significant contributions toward the library's mission and/or goals and by demonstrating recognition or exceptional impact outside the library.</p> <p>Examples of exceptional impact outside the library include, but are not limited to:</p> <ul style="list-style-type: none"> • Alteration of school, campus, or university practices • Adoption of a service, program, or product by other libraries <p>Examples of recognition outside the library include, but are not limited to:</p> <ul style="list-style-type: none"> • Acknowledgment of a service, program, or product in the professional literature • Receipt of an award at the school, campus, community, or professional level

Appendix 4. Suggested Standards for Evaluating Librarian Professional Development, Research, and/or Creativity (effective 2008)

SUGGESTED STANDARDS FOR EVALUATING LIBRARIAN PROFESSIONAL DEVELOPMENT, RESEARCH, AND/OR CREATIVITY

Note to faculty –

- Librarian Professional Development includes *all* scholarship, including scholarship of performance, research and/or creativity, and service.

Type	Unsatisfactory	Satisfactory	Beyond Satisfactory	Excellent
Librarian Professional Development, Research, and/or Creativity	A librarian who fails to meet the criteria outlined under satisfactory	A librarian must regularly engage in activities that advance the education or knowledge of the candidate as a professional AND engage in at least three activities that disseminate research or expertise, at least one of which must have passed a formal professional evaluation process.	As in the satisfactory level, a librarian must regularly engage in activities that advance the education or knowledge of the candidate as a professional AND that disseminate research or expertise. To show continued improvement beyond the satisfactory level, candidates must demonstrate a significant role in the completion of at least three activities which have passed a formal professional evaluation process. At least two of the activities must disseminate research or expertise.	To show excellence, a librarian must have a significant role in the completion of three products of research or expertise which have passed a formal professional evaluation process, at least one of which must have a significant impact, in most cases beyond the state level, on the profession or discipline.
	Examples of unsatisfactory professional development, research and/or creativity include, but are not limited to: <ul style="list-style-type: none"> • Librarian did not regularly engage in activities that advance his/her education or knowledge 	Examples of activities that advance the education or knowledge of the candidate include, but are not limited to: <ul style="list-style-type: none"> • Attend a professional conference, meeting, or institute, or continuing education workshops • Take a for-credit academic course relevant to the librarian's professional responsibilities 	Examples of activities that advance the education or knowledge of the candidate and have passed a formal professional evaluation process include, but are not limited to: <ul style="list-style-type: none"> • Attending a competitive national institute or training program • Completing a degree or professionally recognized certification 	
	<ul style="list-style-type: none"> • Librarian did not engage in at least three activities that disseminated research and/or expertise • Librarian engaged in at least three activities that disseminated research and/or expertise but none were peer reviewed • Librarian's Individual role and level of collaborative work is unspecified 	<p>Examples of activities that disseminate research or expertise and have passed a formal professional evaluation process include, but are not limited to:</p> <ul style="list-style-type: none"> • Peer reviewed article, book chapter, or book review essay • Law review article • Invited book chapter or encyclopedia article • Invited/peer reviewed presentation at a professional conference • Favorably reviewed research grant or project grant • For-credit course development <p>Examples of activities that share research and/or expertise and have <u>not</u> passed a formal professional evaluation process include, but are not limited to:</p> <ul style="list-style-type: none"> • Newsletter article • A review of a book, database, or exhibit • Panel discussion at a conference • Course presentation development • Exhibit preparation and mounting • Substantial contribution to professional discourse regardless of media 	For examples of activities that disseminate research and/or expertise and have passed a formal professional evaluation process, see the Satisfactory criteria.	Examples of indicators of significant impact include, but are not limited to: <ul style="list-style-type: none"> • Products of expertise or research recognized by a regional or national professional organization -- such as an award, invitation to give the keynote address, invitation to develop a CE course for the organization • Products of expertise or research cited or acknowledged by others in their scholarly and/or professional activity • Book that is well received (in reviews or by placement in collections) • Original methodology adopted by others

Appendix 5. Suggested Standards for Evaluating Librarian Service (effective 2008)

SUGGESTED STANDARDS FOR EVALUATING LIBRARIAN SERVICE

Note to faculty –

- Professional service activities (including administrative responsibilities) prescribed by the candidate's position description are NOT considered Librarian Service but rather as Librarian Performance.
- Any scholarship related to service is considered Librarian Professional Development, Research and/or Creativity.

Type	Unsatisfactory	Satisfactory	Beyond Satisfactory	Excellent
Librarian Service	A librarian who fails to meet the criteria outlined under satisfactory.	A librarian must regularly engage in activities outside the normal realm of the person's responsibilities that serve the library, school, campus, or the university, AND activities that serve the discipline and/or profession. One comparable community service activity may be substituted for service to the discipline and/or profession if there is an application of professional expertise. Service to the University must normally consist of three documented contributions tied to the institution's mission. Each year of a multiple year commitment counts as an independent contribution. Service to the discipline and/or profession must normally consist of three documented contributions. Each year of a multiple year commitment counts as an independent contribution.	A librarian must meet the criteria as outlined under satisfactory. In addition, at least two of these six activities must have documented impact, one of which must be service to the discipline and/or profession. In order to have documented impact, service to the University must be at the campus level or higher and must extend beyond the library faculty. In order to have documented impact, service to the discipline and/or profession must be at the state level or higher.	A librarian must demonstrate an ongoing program of service as outlined under beyond satisfactory. The service must have significant impact on the profession of librarianship or on an academic discipline, OR the impact of the service must result in significant recognition by the librarian's peers beyond the university
Librarian Service to the University (library, school, campus, or university)	Examples of unsatisfactory service include but are not limited to: <ul style="list-style-type: none"> Activities which are appropriately part of a librarian's performance. No evidence of nature of activities or contributions Less than three documented service contributions tied to the institution's mission. 	Examples of Librarian service to the University include, but are not limited to: <ul style="list-style-type: none"> Serve on a faculty governance organization at the library, campus, or university level Serve on an administrative search and screen committee or system-wide task force. Serve as student organization sponsor Serve as academic adviser, internship supervisor, thesis/dissertation committee member, or student mentor 	Examples of activities which Demonstrate impact include, but are not limited to: <ul style="list-style-type: none"> Create or revitalize a student organization Teach a college-level credit-bearing course outside of the librarian's duties with demonstrated positive impact upon the students Serve as a vital member (not necessarily an officer) of a campus committee that makes an important contribution 	A librarian must demonstrate an ongoing program of service to the University as outlined under Satisfactory.
Librarian Service to the Discipline or Profession	Examples of unsatisfactory service include but are not limited to: <ul style="list-style-type: none"> Activities which are appropriately part of a librarian's performance No evidence of nature of activities or contributions Less than three documented contributions to the discipline or the profession 	Examples of service to the discipline or profession include, but are not limited to: <ul style="list-style-type: none"> active membership in one or more professional organizations as an officer, candidate for office, committee member, electronic mailing list moderator, mentor in a formal mentoring program, webmaster or some other role that requires professional expertise 	Examples of activities which demonstrate impact include, but are not limited to: <ul style="list-style-type: none"> Serve as a vital member (not necessarily an officer) of a professional committee that makes an important contribution. Make an important contribution to a professional organization while in a leadership role 	Examples of activities which have significant impact include but are not limited to: <ul style="list-style-type: none"> Influence the adoption/modification of standards of a profession or discipline Develop an instrument/methodology which changes professional practice Create or revitalize a significant professional organization Influence the passage of legislation related to the profession or discipline <p>Examples of significant recognition include but are not limited to:</p> <ul style="list-style-type: none"> Awards and/or prizes that reflect on the significance and impact of the librarian's service Appointment as editor of a selective scholarly peer-reviewed publication or law review Election as an officer or board member of a professional organization of at least 500 members, or the leading organization for a library specialty

Appendix 6. Documenting Performance in IUPUI Librarian Dossiers

DOCUMENTING PERFORMANCE IN IUPUI LIBRARIAN DOSSIERS

Evidence Required	Potential Locations				
	Section I: CV	Section I: Reference Letters & Reports	Section II: Candidate's Statement	Section III: Evaluation of Professional Service	External Peer Review
Listing of major performance achievements and positions held	May be referenced in all of these sources	List of positions in CV	Description in personal statement	May be more fully described in personal statements (changes in job responsibilities and major projects may be highlighted by series of position descriptions)	May be referenced in letters from peers, unsolicited testimonials from library users and from solicited external assessment letters
Evaluation of performance	All of the above sources may contain evidence of the effectiveness of the librarian's performance		Self-reflective comments on performance may certainly appear in personal statement, especially achievements of significance or patterns of professional growth	Written compilation of performance activities, including summary of annual review statements; supervisor's statements from annual review (with permission from supervisor)	Letters and testimonials from those familiar with the librarian's work, but external assessment letters may also be useful
Performance Expectation	Indication in the materials submitted above (use to cross-check against materials supplied by candidate)		Referenced in personal statement (# of hours at reference desk compared to others)	Additional detail, particularly in position descriptions	Additional evidence of this, particularly in solicited external assessment letters (i.e., candidate's performance is particularly noteworthy since he/she is on the reference desk # hours per week)
Contribution of librarian's performance to library operations quality of services	All of the above; include a copy of the library's mission statement	CV notations, particularly if publications or presentations given as part of job responsibilities	Reflective comments	Supporting materials on any grants received that relate to library services and their impact on the library or materials prepared (bibliographies, research aids, etc.)	Letters solicited through school procedures from peers or students, faculty, staff and others who have benefited from the librarian's expertise and contribution in this area
Assessment of contributions when more than one librarian is involved in a project	Specific notations in all of the above	List in CV using citing conventions appropriate to the library	Reference to contribution	Additional detail	Joint statements or letters when librarian served as part of a team
Evaluation of teaching when teaching is part of job assignments	See grid for Teaching	See grid for Teaching	See grid for Teaching	See grid for Teaching	See grid for Teaching
Continuing efforts to enhance performance	Above documents	List of professional development activities related to performance	Description of significant continuing education and training activities undertaken to improve performance	Highlights in Summary of Performance Activities	Letters on the significance of these activities in enhancing the librarian's performance

Appendix 7. Timeline for Promotion & Tenure Dossiers (dates are approximate and for example purposes only)

1. For submission of dossier for full rank, candidate should confer with Director/Dean by 12/31 of year prior to submission.
2. All candidates should attend IUPUI Library Faculty P&T workshop – February (year of submission) for content and format updates.
3. Three-year review materials submitted to primary review committee or equivalent by February 28.
4. Dossiers submitted to Director/Dean for external review mailing by May 15.
5. Dossiers distributed for external review by June 1.
6. External review completed by July 15.
7. Final formatting and digital conversion completed by August 1.
8. Candidate submits dossier to the relevant Primary Review Committee by first Monday in August.
9. Primary Peer Review Committee evaluates, notifies candidate of its recommendation, and forwards to the Supervisor (Team Leader for University Library or Library Director for Professional School Library) by September 1.
10. Supervisor (Team Leader for University Library or Library Director for Professional School Library) evaluates, notifies candidate of the recommendation, and forwards to the IUPUI Librarians P & T Committee Chair by Friday, September 15.
11. IUPUI Librarians P & T Committee receives the dossiers by Friday, September 15.
12. IUPUI Librarians P & T Committee evaluates, notifies candidate of its recommendation, and forwards to the relevant Dean by October 7.
13. Dean evaluates, notifies candidate of the recommendation, and forwards to the IUPUI Dean of Faculties for evaluation by the IUPUI P & T Committee by October 21.
14. Campus committee recommendations are forwarded to Chief Academic Officer in early March.
15. Chief Academic Officer's recommendations are given to Chancellor in mid-March.
16. Chancellor recommendations are given to IU President in late March.
17. Board of Trustees acts on recommendations in April.
18. Announcements of decisions in late April or early May. Promotion and tenure take effect on July 1.

Appendix 8. Librarian Promotion and Tenure Dossier School/Unit Review Form and Checklist

See <http://academicaffairs.iupui.edu/media/b5943486-119c-4d3c-9701-2de90b6173f0/k7liA/AAContent/02-PromotionTenure/PromotionAndTenure/Resources/PTGuidelinesFORMckLib.doc>

Appendix 9. University Library Librarian Routing and Action Form

See <http://academicaffairs.iupui.edu/media/1e2f317b-a195-444a-9f32-c2d465e0ab67/lxCmiA/AAContent/02-PromotionTenure/PromotionAndTenure/Resources/PTGuidelinesFORMRALibUniv.doc>

Appendix 10. Professional School Libraries Librarian Routing and Action Form

See <http://academicaffairs.iupui.edu/media/c3d0ed86-975b-43a8-9b0c-e47f2594e2b1/E2O4iA/AAContent/02-PromotionTenure/PromotionAndTenure/Resources/PTGuidelinesFORMRALibPro.doc>