Instructions and Guidelines for Promotion and Tenure Review of IUB Librarians

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I. **DOSSIER ORGANIZATION**

The responsibility for the preparation of the dossier rests with the Ruth Lilly Dean of University Libraries or her/his designee, e.g. the executive associate dean, an associate dean, or another administrator. (see *IUB Academic Guide, E1.3.1*). However, the candidate is an active participant in the preparation of the dossier, supplying the kind of information that will be important to the administration and committees who will evaluate the dossier. Before the dossier is assembled, the candidate should meet with the Dean or a designee for discussion on what required and supporting documentation should be included. Also, the Candidate should consult with the Executive Associate Dean as needed on this process. By the stated date on the P&T Calendar, the candidate should upload her/his dossier materials to the e-dossier site.

Dossiers for tenure cover the entire professional career including relevant professional positions held prior to Indiana University--Bloomington.

Dossiers for promotion cover the time in rank at Indiana University—Bloomington.

The period covered by all dossiers should include the year in which the case is submitted. In most instances, the work being assessed as the basis for tenure and/or promotion will have been completed either since initial appointment or the last promotion.

The primary difference in the criteria for tenure and the criteria for promotion is that tenure is a more forward-looking decision. The criteria for both tenure and promotion take into account past achievements. However, in the case of tenure those achievements are used to evaluate future promise whereas in the case of promotion those achievements are used to evaluate distinction and stature in one’s field. (*IUB Academic Guide, E1.1.6*)

In her/his capacity as academic officer for IUB Librarians, the Executive Associate Dean scrutinizes the dossier with the candidate to ensure that all appropriate and/or required forms, documents, etc. are included. This meeting will also serve as an opportunity to ensure that the candidate is aware of what is included in the dossier before it goes to the IUB Libraries Promotion and Tenure Committee, as some materials are added after the submission of the dossier. LHR may assist with this phase of dossier preparation.

If additional information is sought or received during the review of the dossier at any level, the candidate and all previous committees and reviewers must be notified in a timely manner and given the opportunity to respond to the additional information. The information and the responses shall then become part of the dossier. (*IUB Academic Guide, Policy E-16*) The candidate may add materials to her/his dossier at any time during the review of the dossier.
A. COMPILING THE DOSSIER

1. The candidates will upload all dossier materials to the e-dossier site. Once submitted, the finalized dossier is available to the Executive Associate Dean for review.
2. After meeting with the Executive Associate Dean, the candidate will revise the final dossier materials as needed and resubmit online.

B. SECTIONS OF THE DOSSIER

Dossiers are divided into the following sections.

- General
- Supporting Documents for Performance, Professional Development/Research/Creative Activity, Service/Engagement, and Teaching (when candidate is instructor of record)

The labels of the categories for supporting documents are shared across the university and may not match precisely the categories used in librarian policy. Annual Reviews should not be included in the dossier unless specifically requested by the candidate. These reviews represent private communications between the individual librarian and the closest supervisor and should remain private.

The candidate should write a statement that highlights her/his accomplishments and contributions in each criterion. The statement should support a cohesive case that fulfills the criteria for promotion and/or tenure.

The sections containing supporting documents should represent and reinforce the impact and evaluation of accomplishments.

C. TENURE DOSSIERS – NON-IUB LIBRARIES EXPERIENCE

Dossiers prepared for tenure cover the entire professional career including relevant professional positions held prior to Indiana University—Bloomington, although the primary grounds for tenure are the years in rank at IUB. 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 content and format of non-Indiana University—Bloomington positions covered in the dossier is the responsibility of the candidate and may be dependent on the type of documentation available from previous positions. Ideally these sections of the dossier would include position descriptions, evaluative statements, and/or reviews prepared while the positions were held.

Those who are reviewing the dossier are aware that many candidates have difficulty obtaining documentation from positions held outside of Indiana University—Bloomington, 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 supply 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.
II. CONTENTS OF DOSSIER

A. GENERAL SECTION

1. IUB Librarian Promotion and Tenure Criteria

2. Mission Statement(s): A copy of the Indiana University—Bloomington campus mission statement is required. Also include a copy of the library mission statement and department or unit mission statement if available. If multiple mission statements were applicable during the period under review include all mission statements and note years that each statement was in place. The mission statements should be arranged in reverse chronological order.

3. Candidate’s Curriculum Vita: The CV is a summary of the candidate’s professional career. It includes information about education, a listing of professional positions held, and a summary of major professional activities and/or accomplishments. Consider creating a CV for your dossier that is arranged in reverse chronological order and organized into the areas of performance, professional development, research and/or creativity, and service. The summary of professional activities should not be a listing of every meeting or workshop attended. The CV should include a list of memberships in professional associations (including dates). The CV should also include a full bibliography of the candidate’s research and creative activities.

4. Candidate’s Statement: The statement is the candidate’s opportunity to speak directly to those evaluating her/his case, highlighting significant aspects of the career. It is also an opportunity to present career objectives and accomplishments. The candidate’s statement should clearly indicate the elected area of secondary emphasis in dossiers for promotion to Librarian.

This statement should address accomplishments in all three criteria during the entire time period covered by the dossier in a way that enables evaluators to apply the indicators of quality in sections J-L of “Promotion and Tenure Criteria for IUB Librarians.” Candidates should include in the statement sections devoted to each of the three criteria individually.

The performance section of the statement should highlight particularly significant accomplishments included in this criterion and refer to specific pieces of documentation.

The professional development, research and/or creativity section of the statement should describe major accomplishments included in this criterion and refer to specific documentation. This section of the statement summaries 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. For all activities addressed in this section of the statement, the candidate should explain the significance of the activity. For published papers the candidate should 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.

The service section of the statement should describe major accomplishments included in this criterion and refer to specific documentation. Service to the libraries, the university, students, the discipline or library profession, the community, and other organizations is
reported in this section of the statement. The extent of participation in service activities should be fully explained, (e.g. offices held and accomplishments), importance and impact of the committee’s work, and the candidate’s specific contribution to the committee’s work.

The statement should be written in a narrative or essay style. Clear organization is essential. For all accomplishments and activities addressed in the statement, the candidate should explain the significance of the activity and the degree to which the librarian developed and/or implemented the activity.

All abbreviations and acronyms should be adequately explained. The candidate should keep in mind that not all individuals who review the dossier will be familiar with the types of activity or with the organizations that may be listed.

The statement can be used to address professional experience prior to appointment at Indiana University—Bloomington. Since non-IUB experience is often not documented the same way as at Indiana University—Bloomington, the statement can be used to explain the type of, or lack of, documentation for non-IUB experience.

B. REVIEW LETTERS

All review letters solicited as part of the dossier must be requested by the Ruth Lilly Dean of University Libraries. Candidates should not contact people listed as potential referees about their willingness to serve in this capacity. Referees may be solicited by the Ruth Lilly Dean of University Libraries from individuals who have an existing relationship with the candidate and/or from individuals who do not know the candidate at all. In the latter case, a referee would address only the documentation that accompanies the letter soliciting the letter. Referees should only be solicited from acknowledged experts who have a background appropriate for writing an evaluation of the candidate. No IUB librarian can serve as a referee for any dossier for another IUB librarian, except as indicated below.

1. Supervisory/Administrative Letters (All Dossiers): A review letter will be supplied by the candidate’s supervisor in all cases. For IUB system librarians, a review letter will also be supplied by the appropriate director or associate dean if this person has not already supplied a review letter as the candidate’s supervisor. For extra-systems librarians, a review letter will be supplied by the library director unless the review letter has already been supplied as a supervisory reference.

2. Required List of Names for Potential Referees (All Dossiers): The requirements for this list depend on whether the candidate is submitting a dossier for tenure and/or promotion to Associate Librarian or for promotion to Librarian. If a candidate is submitting a dossier for tenure and promotion to Librarian, they should follow the list requirements for those seeking promotion to Librarian.
   - Tenure/Promotion to Associate Librarian: A list of at least six names and contact information for possible referees should be provided by the candidate to the IUB Libraries Human Resources Office. At least four of these possible reviewers should be from outside of the Bloomington campus of Indiana University. Referees should not normally be current or former co-worker(s) or supervisor(s) of the candidate. The list of potential referees must include a brief statement for each name listed explaining
why that person is an appropriate reviewer, including a description of the candidate’s relationship with each person listed.

- **Promotion to Librarian:** A list of at least six names and contact information for possible external (not associated with any Indiana University campus) referees should be provided by the candidate to the IUB Libraries Human Resources Office. The list of referees must include a brief statement for each name listed explaining why that person is an appropriate reviewer, including a description of the candidate’s relationship with each person listed.

3. **Biased Potential Referees (All Dossiers):** To avoid the inclusion of possibly biased reviewers, the Executive Associate Dean should ask the candidate to identify any potential reviewers that they would consider biased on the basis of personal relationship, published negative reviews, or the like. The Executive Associate Dean will take the information into consideration when developing the final list of potential referees.

4. **List of Names of Potential Referees from Associate Dean/Administrator (All Dossiers):** A list of an additional six names and contact information for possible referees will be submitted by the appropriate associate dean/administrator to the IUB Libraries Human Resources Office. The list will be compiled in consultation with the candidate’s supervisor and will be accompanied by a statement describing why each individual on the list was proposed as a referee and the relationship of the person with the candidate, if any. This list should follow the same guidelines for referees provided in sections “a” and “b” above, depending on whether the dossier is for tenure/promotion to Associate Librarian or promotion to Librarian. This list of referees must include a brief statement for each name listed explaining why that person is an appropriate reviewer, including a description of the candidate’s relationship with each person listed. This list of potential reviewers should not be shared with the candidate.

5. **Copies of Letters Soliciting Review Letters (All Dossiers):** The Office of the Ruth Lilly Dean of University Libraries shall request letters from six referees, half from the list provided by the candidate and half from the list provided by the associate dean/administrator. All letters requesting evaluations should be accompanied by access to the candidate’s curriculum vitae, a copy of the IUB Libraries Promotion and Tenure Criteria, candidate’s summary statement(s), and an adequate and appropriate selection of the supporting documentation from the dossier, agreed to by the candidate and the appropriate associate dean/administrator. Letters from external reviewers provide an important perspective on the candidate’s reputation and impact on her/his area(s) of expertise. Referees from outside of Indiana University should be asked to comment specifically on the two secondary criteria for dossiers for tenure/promotion to Associate Librarian and on the secondary designated criterion for dossiers for promotion to Librarian. Referees within Indiana University may be asked to comment on performance when appropriate. Referees should also be asked to comment on the overall impact of the candidate’s work in the profession. ([IUB Guidelines for Tenure and Promotion Dossiers, Section II](#)) Copies of the letters soliciting external review letters are added to the dossier by the Ruth Lilly Dean of University Libraries’ Office.

6. **Review Letters (All Dossiers):** Letters from referees are added to the dossier by the Ruth Lilly Dean of University Libraries or her/his designee. If fewer than six letters are received,
additional letters will be solicited from these lists. If the lists are unable to produce six letters of reference, additional names will be requested for the appropriate list(s).

7. **Other Letters:** The candidate may provide letters received outside of the dossier review letter process for inclusion in the dossier. Such letters may be requested by the candidate specifically for inclusion in the dossier, or may be letters received in the course of the candidate’s career. If included these letters must be included in the dossier as supporting documentation for the performance, professional development, research and/or creativity, or service criteria.

C. **SUPPORTING DOCUMENTS**

Documentation must effectively represent activities and accomplishments in a way that enables evaluators to apply the indicators of quality listed in Sections J-L of “Promotion and Tenure Criteria for IUB Librarians” or other relevant indicators. Documentation in this section should be subdivided into sections documenting the three criteria: performance, professional development, research and/or creativity, and service.

The candidate should be selective in her/his choice of supporting documents. The purpose of documentation is to communicate the significance of the candidate’s activities, not to prove that the candidate did them. Documentation for important activities and accomplishments mentioned in each criterion summary statement should be included in the supporting document section.

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. The supporting documents included in this section should allow the evaluator to assess the quality of performance using the evidence of quality listed under “Evidence of Quality of Performance” in [Promotion and Tenure Criteria for IUB Librarians](#) or other evidence.

**Position Descriptions:** Position descriptions covering the years included in the dossier make up the first part of the performance section of the dossier. These are arranged chronologically. All position descriptions should clearly specify the years covered. If there is no change in the position description over a period of more than one year, a single copy which clearly states the period covered should be used, i.e., if a position description was unchanged in four years, it isn't necessary to put in three identical copies. One copy indicating the years covered is sufficient.

Documentation for the criterion of performance might include the types of documents listed below. This list is not exhaustive. Not all types of documentation will apply to every librarian.

- 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
• Grant proposals related to performance written and/or received, including results
• Descriptions of performance-related continuing education

Multi-page documents, regardless of format, such as library handbooks or procedural/training manuals prepared by the librarian should not be included in their entirety. The following types of information may be included:

• Several sample pages of a handbook or manual
• Tables of contents
• Introductory sections about the scope of the handbook or manual
• Number of pages
• Outline of headings (if there is no table of contents).

If a library guide or manual has been rewritten several times during the course of a given year, the candidate should include selected pages only from the most recent document. The URL for all online materials listed should be provided. The candidate should describe her/his level of contribution to the pages. Sample pages (screen prints) and/or an annotation of the web product would be useful if it is a significant part of the case being presented.

It is not necessary to include examples of routine activities such as correspondence and statistical reports. Remember the purpose of documentation is to communicate the significance of the candidate’s activities, not to prove that they did them.

If an activity is listed as teaching, the candidate should indicate whether the candidate developed the curriculum and syllabus and the extent to which others participated in teaching the course. If teaching or instruction is a significant item in building the case, the candidate should secure systematic evaluations of her/his teaching over a period of time. The candidate should follow the evaluative norms used by teaching faculty on campus, in the appropriate school, or within the Bloomington libraries.

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. The supporting documents included in this section should allow the evaluator to assess the quality of professional development, research and/or creativity using the evidence of quality listed under “Evidence of Quality of Professional Development/Research and/or Creativity” in Promotion and Tenure Criteria for IUB Librarians or other evidence.

Documentation for the criterion of professional development, research and/or creativity might include the types of documents listed below. The list is not exhaustive. Not all types of documentation will apply to every librarian.
• Evidence of the quality of research, publications, papers, presentation, and other professional contributions. Such evidence might include copies of publications, summary of project, sample pages, reviews, abstracts, letters, or colleague evaluations
• Evidence of fellowships, grants, awards, and/or other special honors
• Evaluative statements from colleagues
• Description of the impact of continuing education activities

It is not necessary to include programs of conferences which were attended only -- the purpose of documentation is to communicate the significance of the candidate’s activities, not to prove that they did them.

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

Candidates should describe her/his level of contribution to the pages. Sample pages (screen prints) and/or an annotation of the Web product would be useful if it is a significant part of the case.

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. The supporting documents included in this section should allow the evaluator to assess the quality of service using the evidence of quality listed under “Evidence of Quality of Service” in Promotion and Tenure Criteria for IUB Librarians or other evidence.

Documentation for the area of service might include the types of documents listed below. The list is not exhaustive. Not all types of documentation will apply to every librarian.

• Evidence of the significance and impact of professional service activities (university, library, regional, state, national, community, etc.)
• Evaluative statements from colleagues or others that the candidate’s 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, if not performed as part of the candidate’s position description
• Evidence of professional consulting projects

If committee service or participation is cited in a conference or workshop program, it is not necessary to include the program. If conference planning was a major factor, the candidate may want to include representative pages. The candidate should keep in mind that the purpose of documentation is to communicate the significance of the activities, not to prove that they did them.
If an activity is listed as teaching, the candidate should indicate whether the candidate developed the curriculum and syllabus and the extent to which others participated in teaching the course.

If teaching or instruction is a significant item in building the case, the candidate should secure systematic evaluations of her/his teaching over a period of time. The candidate should follow the evaluative norms used by teaching faculty on campus, in the appropriate school, or within the Bloomington libraries.*

* Candidates who are instructor of record must include student course evaluations in the evidence documenting their teaching. Statistical data must be presented in a summary spreadsheet or graph (showing course, semester/year, and results on campus-wide survey items). Other assessments, including analysis of learning outcomes, teaching statements, and peer evaluation of teaching, may also be used.
IUB Librarians Promotion and Tenure Committee – Organization and Procedures

I. NAME

The name of this committee is the IUB Librarians Promotion and Tenure Committee. This is an administrative committee, reporting to the Ruth Lilly Dean of University Libraries.

II. RESPONSIBILITIES

The primary responsibility of the committee is to review each dossier submitted to it through the promotion and/or tenure processes. The committee members write a report for each case. Members of this committee present the cases and the committee’s report for promotion and/or tenure to the IUB Tenured Librarians Committee.

In addition to their work on dossiers from IUB librarians, members of the committee also make recommendations regarding rank and tenure of candidates being interviewed for tenure-track positions in the Indiana University Libraries, Bloomington.

Committee members do not serve as emissaries of their departments, or schools, though they provide valuable information about and contribute to the understanding of their areas. They are chosen for professional excellence, independence of judgment, and non-parochial outlook.

III. MEMBERSHIP

A. The committee is appointed by the Ruth Lilly Dean of University Libraries, with recommendations for membership provided by the Bloomington Library Faculty Council, and approved by the Vice Provost for Faculty and Academic Affairs. It is composed of five tenured, voting librarians, at least two of whom shall be at the Librarian rank. Untenured librarians, including those in non-tenure track positions, may not serve on the committee. Tenured librarians with split appointments must have at least .5FTE with the IUB Libraries or the appropriate IUB non-system campus library to qualify for membership on the committee. The Director of Human Resources for the IUB Libraries will serve as administrative support for the committee.

B. The committee may recommend the replacement of a member who is, or expects to be, absent from discussion on cases.

C. Directors and Associate Deans in Bloomington system libraries and the Directors of the IUB extra-systems libraries are excluded from serving on the committee.

IV. TERM OF APPOINTMENT

Members of the committee serve for a two-year term. Each year there will be at least two returning members to provide continuity. One of the returning members will be from the Librarian rank. Selection of the committee will begin no later than June 1 each year, for appointments to begin on July 1.
V. OFFICERS

A. The officers are a Chairperson, Vice Chairperson (Chairperson-elect) and a Secretary.
B. Annually, at its first meeting after July 1, the committee elects a Vice Chairperson and a Secretary. The Vice Chairperson will succeed to Chairperson on July 1, following election.
C. It is the duty of the Chairperson to call and preside at meetings of the committee. It is the duty of the Vice Chairperson to perform these duties in the absence of the Chairperson. The Vice Chairperson also serves as parliamentarian for the committee.
D. It is the duty of the Secretary to record the minutes of the committee meetings and to perform such other duties as designated by the Chairperson.

VI. COMMITTEE MEETINGS

Rank and tenure deliberations by the committee are open only to committee members.

VII. COMMITTEE PROCEDURES

A. All rank-appropriate members must be present for discussion on a dossier. Committee members who are not rank-appropriate may not participate in the discussion of a dossier. Members of the committee will excuse themselves from deliberations on individual cases, if, in their judgment or in the judgment of the committee, they cannot render an impartial judgment on the dossier. In such cases, the member must excuse herself/himself prior to the beginning of the discussion of the dossier. If a committee member at the Librarian rank excuses herself/himself from discussion of a dossier for promotion to Librarian, a replacement must be found for that member to participate in the discussion of that dossier.
B. The committee examines and reviews only the dossier of each librarian under consideration which contains all relevant materials to be considered by the committee. The committee appraises each dossier relative to the approved criteria and prepares a detailed report for each case, justifying the contents of the report by addressing all three criteria. The committee chairperson signs the reports.
C. The Libraries Director of Human Resources serves as the contact between the committee and the candidate and may be asked to request from the candidate additional information, clarifications, etc.
IUB Tenured Librarians Committee- Organization and Procedures

I. NAME

The name of this committee is the IUB Tenured Librarians Committee.

II. RESPONSIBILITIES

The primary responsibility of the committee is to review each dossier submitted to it through the promotion and/or tenure processes after the IUB Librarians Promotion and Tenure Committee has completed its reports on dossiers. The committee members vote, as appropriate on each case.

Committee members do not serve as emissaries of their departments, or schools, though they provide valuable information about and contribute to the understanding of their areas.

III. MEMBERSHIP:

The committee membership includes all librarians tenured on the Bloomington campus. Omitted from membership are pre-tenure librarians and librarians who are not in tenure-track positions. The Ruth Lilly Dean of University Libraries is excluded from the committee.

IV. COMMITTEE MEETINGS

A. The Chair of the IUB Librarians Promotion and Tenure Committee is responsible for scheduling the meeting(s) with the group(s) of tenured librarians once the calendar has been set for the committee’s deliberations.

B. The Executive Associate Dean of the IUB Libraries will preside over the meetings of the IUB Tenured Librarians Committee.

V. COMMITTEE PROCEDURES:

A. Librarians do not vote on promotion or tenure without fully participating in committee deliberations. There should be no proxy voting on promotion and tenure cases at any level. (Adoption of Principles for Promotion and Tenure Procedures on Campuses of Indiana University, Point #3)

B. Librarians who participate in the promotion and tenure process have full access to all materials in the candidate’s dossier and to assessments at all previous levels of review. (Adoption of Principles for Promotion and Tenure Procedures on Campuses of Indiana University, Point #4)

C. Except for reconsideration of prior decisions, each librarian and administrator who participate in the promotion and/or tenure process votes only once in any particular case. (Adoption of Principles for Promotion and Tenure Procedures on Campuses of Indiana University, Point #5)

D. A member of the IUB Librarians Promotion and Tenure Committee will present each dossier to the appropriate group of tenured librarians.

E. All members eligible to vote on a dossier must be present for discussion on that dossier. Librarians who are not eligible to vote on a dossier may not be present for the discussion on that dossier.

F. Members of the committee will excuse themselves from both deliberations and voting on
individual cases, if, in their judgment or in the judgment of the committee, they cannot render an impartial judgment. In such cases, the member must excuse herself/himself prior to the beginning of the discussion of a case.

G. All voting members vote on dossiers for tenure and promotion to Associate Librarian.

H. Only voting members at the Librarian rank vote on dossiers for promotion to Librarian.

I. Information from the dossiers, the presentations made to this committee by the members of the IUB Librarians Promotion and Tenure Committee, the discussions of dossiers, and the voting on dossiers is to remain confidential and restricted to the group meeting.

J. Voting Process:
   a. Prior to voting, the Executive Associate Dean will remind voting members to use caution to make sure their ballots are logical, i.e. that the recommendation for or against promotion and/or tenure is justified by the appropriate rankings for the three criteria. It should also be made clear that the basis of all votes should be only the case made in the dossier.
   b. For each dossier under consideration each voting member will complete an anonymous ballot to be distributed after the discussion of a case is completed.
   c. For tenure cases each voting member will designate whether or not tenure is recommended.
   d. For promotion cases each voting member will designate whether or not promotion is recommended.
   e. For all dossiers each voting member will assign a category to the performance criterion.
   f. For all dossiers each voting member will assign a category to the professional development, research, and/or creativity criterion.
   g. For all dossiers each voting member will assign a category to the service criterion.
   h. No additional notes may be made to any ballot.
   i. Although there will be only one official vote, the Executive Associate Dean can call for unofficial “straw” votes if it would be helpful in reaching consensus on a case. It must be made clear prior to a vote whether or not the vote official or not.
   j. The recorded vote of any committee member excused from discussion and voting on a dossier will be “absent,” and an explanation will be noted with the vote. This includes members who cannot attend the discussion session, as well as any voting member who feels that they cannot be impartial.
   k. The voting by the IUB Tenured Librarians Committee will be documented by the chair of the IUB Libraries Promotion and Tenure Committee. In addition to counting votes, the documentation process will ensure that each ballot is “logical,” i.e. the recommendation for tenure and/or promotion is consistent with the votes for each criterion.
   l. If there are discrepancies between the overall vote on promotion and/or tenure and the ratings for the three criteria, the discrepancies will be announced by the Executive Associate Dean. Because these discrepancies will weaken a candidate’s case later in the process, the EAD will open a discussion. If there is no justification for the discrepancies, the vote will go forward as recorded with a note that the grounds for the discrepancies could not be discerned from deliberations. If justifications are voiced, they will be noted in the documentation inserted into dossier.
   m. The sum of the committee votes on each criterion and on the overall committee recommendation on tenure and/or promotion will be inserted into the dossier using the IUB Tenured Librarians Committee Voting Record Sheet. [This needs to be developed.]
   n. Along with the sum of the committee votes, a summary of the discussion of the dossier will be written by the librarian who presented the case to the IUB Tenured Librarians
Committee. Once approved by the committee, the summary will be inserted into the dossier by the Executive Associate Dean. Included in the summary will be an explanation of any voting discrepancies of the type noted in “I” above.

- The anonymous ballots from the voting members will be destroyed after the promotion/tenure case has been fully completed, in most cases after the vote of the Board of Trustees.

**Negative Recommendation from the IUB Tenured Librarians Committee**

If the IUB Tenured Librarians Committee submits a negative recommendation via its voting process on a promotion and/or tenure case, the candidate will have an opportunity to address the recommendation at that time. In this event, the IUB policy on “Review of Non-Reappointments for Tenure Probationary Faculty and Librarians” (E-17) must be followed.
IUB Librarians Promotion and Tenure Committee

Indiana University, Bloomington, Tenured Librarians Committee

Ruth Lilly Dean of University Libraries

Indiana University, Bloomington, Tenure Advisory Committee

Indiana University, Bloomington, Promotion Advisory Committee

Vice Provost for Faculty and Academic Affairs, IU-Bloomington

Office of the Provost

Office of the President

Board of Trustees
Dossier Routing – Bloomington Extra System Libraries

IUB Librarians Promotion and Tenure Committee

Indiana University, Bloomington, Tenured Librarians Committee

Ruth Lilly Dean of University Libraries

Dean/Director/Chairperson (School/Department)

Indiana University, Bloomington, Tenure Advisory Committee

Indiana University, Bloomington, Promotion Advisory Committee

Vice Provost for Faculty and Academic Affairs, IU—Bloomington

Office of the Provost

Office of the President

Board of Trustees