

Third Year Review Policy and Procedures for IUB Librarians
Adopted by the Bloomington Library Faculty on May 22, 2012 to Be Implemented on Jan. 1, 2013
Amended October 2015.

See also: Indiana University Bloomington Academic Guide, [Policy E-9, Policies Governing Reappointment and Non-Reappointment During Probationary Appointment Period](#) and [Policy E-17, Review of Non-reappointments for Tenure Probationary Faculty and Librarians](#).

The Third Year review is an opportunity for library faculty to advise the Reappointing Officer [1] on third year reappointment decisions for tenure-probationary librarians [2]. It is also an opportunity for those librarians to obtain feedback from their peers on their progress toward tenure. The review should provide an assessment of the candidates' progress toward tenure, and when appropriate, provide the candidates with a clear indication of additional actions and accomplishments that will be needed to improve their case for a positive tenure decision. It should not be assumed that if candidates follow the suggestions provided as part of the Third Year Review, they would necessarily be successful candidates for tenure. Similarly, a favorable Third Year Review should not be considered as a guarantee of a positive tenure decision.

Selecting a Third Year Review Committee

Each year a Third Year Review Committee will be selected to review candidates. The Dean (or designate), in consultation with the candidates' supervisors and the reappointing officer when appropriate, will appoint a committee of at least three tenured librarians who have the professional experience and knowledge to evaluate the quality and significance of the candidates' records. When candidates from the Maurer School of Law Library are among the librarians to be reviewed, a tenured librarian from the Law Library should be appointed to the committee. It is recommended that a ratio of one committee member to every two candidates be maintained. The Dean, with the reappointing officer when appropriate, will select one member of the committee to serve as chair.

The Dean (or designate) will meet with the candidates and their supervisors to discuss procedures prior to the deadline for submitting materials [3]. In addition, the Dean (or designate), with reappointing officer as appropriate, will attend the initial meeting of the Third Year Review Committee to discuss procedure in greater detail.

Third Year Review Procedures

The candidates will submit the following documentation to the committee:

- A statement detailing the candidate's progress towards the three criterion for promotion and tenure: Performance, Service, and Professional Development

- The supervisor's statement
- A detailed vita
- Position description(s) as appropriate
- A brief summary of pre-IU professional activities (optional)
- The Third-Year Review Form and Checklist

The committee will also receive from Libraries Human Resources, and when appropriate from the reappointing officer, the candidates' annual reviews for all years prior to the third year review, including the supervisor's comments and the librarian's responses to those comments, if any. In most cases, no more than two annual reviews will be submitted. Since the candidates' accomplishments from the third year will have not been recorded in an annual review by the time materials are submitted, those accomplishments should be included in the candidates' statement and vita.

The committee shall review the materials and recommend one of the following:

- Reappoint with no reservations
- Reappoint with some reservation: candidate presented a weak case for one or more areas and should take corrective action prior to year six
- Reappoint with grave reservations: candidate presented an overall weak case and there is concern that corrective actions are not possible prior to year six
- Reappointment not recommended: candidate's performance, service, and professional development have been wholly unsatisfactory and there is no realistic prospect for tenure

In addition, the committee will submit a written justification of their recommendation. The evaluation of the candidates' accomplishments will be based on the "Promotion and Tenure Criteria for IUB Librarians" and the likelihood of the candidate meeting the requirements for tenure as described in that document.

While the chair of the committee will be responsible for convening the committee and presiding over the meetings and the work, the evaluation process, including presenting cases to other members of the committee and drafting evaluations, is the responsibility of the entire committee. Each member of the Third Year Review Committee should be responsible for drafting up to two written evaluations, which will be signed by the Chair on behalf of the entire committee.

The candidates will have an opportunity to respond to a draft of the committee's completed report for clarification and corrections. The committee will, in turn, revise the report at its discretion, and submit it a final version of the report to Libraries Human Resources, for distribution to the candidates' supervisors, the Dean, and the reappointing officer when appropriate. If the Dean and the reappointing officer concur with the committee's recommendation for reappointment the review process is deemed complete.

In the event that a candidate is not recommended for reappointment, or the reappointing officer disagrees with a reappointment recommendation, this decision must be conveyed in writing to the candidate and their supervisor within two weeks. If a candidate is not reappointed (s)he should refer to campus academic policies [E-9](#) and [E-17](#). If the candidate accepts the non-reappointment decision, (s)he can remain in her/his position until the end of the previous reappointment period.

In the case of extra-system librarians, if the Dean does not agree with the reappointing officer's decision on reappointment, the Dean will submit a letter explaining that disagreement which will be shared with the candidate and filed in the candidate's personnel record.

Third Year Review materials will remain as internal documents in Libraries Human Resources and are considered a personnel matter; as such, they do not become a part of the candidate's Promotion and Tenure dossier.

Definitions and References

1. **Reappointing Officer** is either the Ruth Lilly Dean of Libraries, the Director of the Maurer School of Law Library, or an Extra Systems Unit Head. Each of these officers could appoint a designate.
2. **Candidate** is the tenure-probationary librarian up for Third Year Review.
3. **The Third Year Review Calendar** is maintained by Libraries Human Resources and will be published every July. It should be consulted for important dates and deadlines related to the implementation of this policy.

Third Year Review Form

Revised August 1998; February 2005; March 2012

Name: _____

Supervisor's Name: _____

(A copy of the 3rd Year review will be sent to you and the supervisor listed above.)

Please attach to this completed form the materials requested on the 3rd Year Review Checklist and return by [Insert appropriate date yearly]

Send all materials to:

Betty Davis

Libraries Human Resources Office

Herman B Wells Library 201A

Indiana University

Bloomington, IN 47405

Third Year Review Checklist
February 2005; March 2012

___ Third Year Review Form

- Identify supervisor

___ Summary statement

___ Supervisor's statement

___ Vita (a detailed vita, similar to that of a curriculum vita)

___ Position descriptions as appropriate

___ Pre-IU professional activities, brief summary (if applicable)