I. Initial Appointment: Assistant Professor

A. As per the *Promotion, Tenure, Academic Freedom, and Due Process Regulations* the initial appointment for University Libraries faculty is four years. If the appointment begins after January 1 the librarian will maintain visiting status until June 30 with title Visiting Assistant Professor. Visiting status for appointments after July 1 but before January 1 will be negotiated between University Libraries administration and the appointee.

B. The minimum criteria for consideration of appointment to the rank of Assistant Professor are: (1) an American Library Association accredited or recognized master’s degree; (2) demonstrated proficiency in library, information, or archival science activities; (3) evidence of ability for research or other germane creative activity, and; (4) expectation of participation in professional service to the Libraries, the University, the profession, and/or the public.

C. Soon after the initial appointment, in separate meetings, the supervisor, and the Dean of the University Libraries, will meet with the new librarian to discuss job responsibilities, goals for the coming year, and expectations for reappointment, promotion and tenure. The Department Head and Dean will also meet with each candidate being reviewed for reappointment, promotion, or tenure at the beginning of the year in which the review is scheduled to take place. A record of these discussions, prepared by the Department Head, must be kept in the candidate’s personnel file.¹

¹ The requirements for clear and specific criteria specified here must be interpreted in light of The UNC Policy Manual, Section 101.3.1, which states “Within the University, important faculty personnel decisions are based on evaluations of performance rendered by a candidate's immediate colleagues and supervisors, who are in the best position to make such judgments. These assessments are not the product of mechanically applied checklists, criteria or formulas; there is no simple litmus test for outstanding teaching, research or service.” In this context, the requirement for clear and specific criteria calls for a reasonable level of detail in the specification of the criteria for promotion and tenure. A specific, detailed list of accomplishments that form the sine qua non of any promotion and/or tenure violates Section 101.3.1, quoted above. For instance, an exact specification of the number of...
II. **Annual Reviews and Post-Tenure Reviews**: Policies and procedures are described in a separate document “Annual and Post-Tenure Review Policy for Faculty” available at: http://libshare.uncg.edu/sites/bts/CGTP/Pages/pet.aspx

III. **Reappointment**: All calendars, review forms, and review policies are available at: http://libshare.uncg.edu/sites/bts/CGTP/Pages/pet.aspx

A. **Basic Information**

1. The reappointment review is required at least 12 months prior to the end of the first appointment period.

2. The calendar is developed by the Chair of the Promotion and Tenure (P&T) Committee in early July and later modified once the Provost’s official calendar is received (usually in early September).

3. The Dean and the Chair of the P&T Committee meet in late summer with any librarians eligible to seek reappointment that year and their supervisor(s). They provide information and answer questions about the process from the candidate(s) and supervisor(s). The reappointment review schedule is given to candidates, to their supervisor, and posted on the University Libraries P&T website.

4. The reappointment process is similar to that for tenure, not only because it is designed to be evaluative, but also because it is an early indicator of progress towards tenure. The **UNCG Promotion and Tenure Form** is used as the template for the reappointment file.

5. External reviewers are not utilized for reappointment.

6. All components of the reappointment process are considered confidential.

B. **Role of the Promotion and Tenure Committee**

1. The Chair, in consultation with the Dean, creates Reappointment, Promotion and Tenure calendars.

2. The Committee makes suggestions for changes in this document and the Evaluation Guidelines document. Editorial changes or small procedural changes publications required to be eligible for promotion and/or tenure would violate this section. On the other hand, the mere statement that the candidate must “achieve excellence” in one or several categories, violates Section 400.3.1.1[G] of The Policy Manual. Statements of clear and specific criteria must avoid these extremes.

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may be made without consulting the University Libraries faculty. Major changes must be brought before the Libraries faculty for discussion and a vote.

3. The Committee acts in an advisory capacity as requested by the candidate.

4. Candidates are encouraged to solicit help from other tenured librarians, especially with proofreading.

C. Preparation of the Reappointment Materials

1. The UNCG Promotion and Tenure Form is used to organize the online reappointment portfolio. It is available at: http://provost.uncg.edu/documents/personnel/Online_PT_Format.pdf

2. Sections A. I-III each should have approximately three narrative paragraphs providing an overall context for the contents of that section. Statements should be written in the first person, be factual, and be objective. Subjective or evaluative statements should not be included.

3. Descriptions should be as free as possible of library jargon, acronyms, etc. so that someone outside of the profession could understand the information.

4. Activities should be listed in reverse chronological order; that is, beginning with the most recent activity. Information on publications, presentations, etc. completed prior to appointment at UNCG may be included, but must be noted as such by placing them below the heading “Hired at UNCG [date].”

5. When applicable include relevant dates and locations.

6. Collaborative efforts should be acknowledged although detailed lists of names and titles are unnecessary.

7. The candidate may optionally submit the names and e-mail addresses of references (maximum of three for each category) to the Chair of the Promotion and Tenure Committee, indicating with each name which category the letter is expected to support: teaching effectiveness/professional responsibilities, service, or scholarly and creative activities. A copy of the candidate’s vita, which will be sent with letters of solicitation, should also be included.

8. By the date specified on the University Libraries reappointment calendar, the Dean sends a memo to the Library faculty inviting letters concerning the candidate’s performance and achievements.

9. If the candidate works with or supervises SHRA or non-faculty EHRA staff whose input would be valuable, the Dean may meet with those individuals on a voluntary basis. Supervised SHRA or non-faculty EHRA staff may provide oral input on the candidate. The Dean then may provide an oral summary of their
comments for the DRC and the Unit Review Committee if necessary. Input from these individuals is kept strictly confidential.

10. Supporting material may be placed in Appendices. Stable, persistent links to online tutorials or other “born digital” supporting materials may be used in text as a substitute for some appendices.

11. The candidate notifies the Department Head or supervisor and the Chair of the P&T Committee that the candidate’s part of the portfolio has been uploaded into the learning management system (LMS, currently Canvas).

D. Role of the Department

1. Review of the candidate must be consistent with the clear and specific unit and departmental criteria for promotion and tenure, and reflect the feedback that the candidate has received in his or her annual reviews.

2. The Department Review Committee (DRC) members have access to the candidate’s portfolio.

3. The DRC will have a minimum of three tenured librarians. If the department does not have a minimum of three tenured librarians (excluding the Department Head), the Dean shall confer with the Department Head and the candidate to determine the composition of the review committee. Following the consultation specified above, if the Dean determines that agreement on the members cannot be reached, the Dean, with the approval of the Provost, will specify the composition of the committee. A memorandum of agreement between the candidate, the Department Head, and the Dean will specify the final membership.

4. The Department Head assembles and consults with the DRC. The Dean is also invited to this meeting which is presided over by a Chair, who is selected by members of the DRC. The Department Head cannot serve as the Chair. The Chair assures that the meeting is divided into evidence-gathering and deliberative phases, conducts a secret ballot, counts the votes, prepares a written summary of the results of the deliberative phase (including a summary of any dissenting opinion), and forwards the summary and the result of the vote to the Department Head. The Department Head and Dean may not be present during the deliberative phase and vote of the DRC.

5. Upon receiving the materials from the Chair as described above, the Department Head prepares his or her independent recommendation and summary and forwards it along with the DRC’s recommended action, a summary of the committee’s deliberations with their votes both for and against the nomination, and the candidate’s current CV to the Dean.
6. Decisions

a. *Department level decides to reappoint:* When the department’s recommended action is to reappoint to a further term of three years, review by the Unit and University Promotion and Tenure Committees is not required. Instead, the recommendation of the departmental faculty, including a record of their vote, and the independent recommendation of the Department Head shall be conveyed, along with a copy of the faculty member’s current CV, to the Dean for review. The Dean shall send his or her recommendation, along with a copy of the departmental reviews and a copy of the faculty member’s CV, to the Provost. The Provost shall send his or her recommendation, along with copies of all lower-level reviews, and a copy of the faculty member’s CV, to the Chancellor for a final decision on reappointment. The role of the Chancellor and all other levels of review are laid out in section 4.D of the Promotion, Tenure, Academic Freedom, and Due Process Regulations (http://Provost.uncg.edu/documents/personnel/tenure.pdf).

b. *Department level decides not to reappoint:* The Department recommends not to reappoint when the majority of the voting faculty and the Department Head concur in this decision based on their independent reviews. In all other cases the recommendation of the department must be to reappoint (Regulations 4.B.i.b). All provisions of sections 4.B.ii. and 4.B.iii. (Unit and university reviews) shall be followed, except that the documentation forwarded from the department need only consist of the recommendation of the departmental faculty, including a record of their vote, the independent recommendation of the Department Head, and a copy of the candidate’s current CV. The candidate may submit additional documents that support his or her reappointment. These documents are submitted to the Dean, and are for consideration by the Unit and University Committees on Promotion and Tenure, the Dean, and the Provost.

7. The Department Head, after sending information to the Dean notifies the Candidate of the department’s recommendation (Regulations 4.B.i.a)

E. Unit Review if Negative Review from Departmental Level

1. If the Department’s recommended action is not to reappoint the librarian to an additional term of three years, review proceeds to the unit level. The Unit Review Committee is comprised of all of the tenured librarians except for the Dean, Department Head and members of the DRC.

2. The Chair of the P&T Committee adds departmental documents, including the Department Head’s independent recommendations, to the portfolio and any
additional documents given to the Dean. The Chair then notifies the tenured faculty when the departmental review has been completed and that the candidate’s portfolio is ready for review, and also sets the time and place for the faculty to meet.

3. The Unit Review Committee should review all materials prior to the scheduled meeting. The portfolio is available to the Committee on the LMS. Each faculty member by signing his/her name on the form provided at the unit meeting by the Chair of the P&T Committee (section E.I.a of P&T form) also indicates he/she has viewed the materials.

4. On the designated date and time the tenured Libraries faculty will assemble to deliberate and vote on their recommendation. The Chair of the P&T Committee should bring the signature page from the P&T form (E.I.a) and paper ballots to the meeting. The meeting will be divided into an evidence-gathering phase and a final deliberative phase. These phases will be presided over by a temporary chair elected by the assembled members eligible to vote. Those not eligible to vote are the candidate’s Department Head, the DRC, and the Dean. No tenured faculty member may vote more than once. When the first phase of the meeting is determined to be over by a majority vote, the Dean and those not eligible to vote will leave the meeting and the final deliberations will proceed.

5. A written ballot will be taken with the temporary chair counting the ballots and reporting the vote to the Dean. Additionally, the temporary chair must write a summary of the views of the assembled faculty, including any dissenting opinions, and give it to the Dean.

6. Following the completion of his/her own review, the Dean shall make the text of that evaluation available in the LMS for the perusal of the candidate and members of the unit Promotion and Tenure Committee.

F. Dean’s review

1. The Dean will forward to the Provost his or her recommendation and the independent summary and recommendation of:

   a. The DRC including the number of votes for and against a nomination
   b. Department Head review
   c. The Unit Review Committee (if necessary) including the number of faculty votes for and against a nomination
   d. A copy of the candidate’s current CV
2. When the DRC or the Unit Review Committee recommends reappointment for a candidate but have concerns about the person’s ability to achieve tenure in three years, a written statement is given to the candidate’s supervisor to discuss with that person after she/he has been notified of the recommendation for reappointment by the Dean.

3. The Dean also notifies the candidate of the Unit’s recommendation.

4. When there is a majority of negative votes from the DRC and the Unit Review Committee along with negative evaluations by the Department Head and the Dean, this would constitute a negative recommendation that will not be reviewed further except as may occur in accordance with Section 4 of the Promotion, Tenure, Academic Freedom, and Due Process Regulations. The Chancellor sends a letter to the candidate, with a copy to the Provost, indicating non-reappointment. The unsuccessful candidate has twelve months from July 1st of the year of the reappointment decision to vacate his/her position.

5. While a case which receives all negative votes will not be reviewed by the University Promotion and Tenure Committee, all cases are forwarded for review by the Provost.

6. Mixed recommendations: When the DRC, the Unit Review Committee, the Department Head, and the Dean disagree on reappointment, the final decision rests with the Chancellor.

G. Announcement of the Decision

1. Usually sometime in February the Provost and the Chancellor will review the recommendation letter sent by the Dean of University Libraries. The Provost’s Office will notify the Dean when the reappointment has been approved, at which time the Dean may inform the candidate of the approval. The candidate will receive a letter from the Provost after the appropriate personnel action form is received.

IV. Promotion and/or Tenure: Associate Professor: All calendars, review forms, and review policies are available at: [http://libshare.uncg.edu/sites/bts/CGTP/Pages/pet.aspx](http://libshare.uncg.edu/sites/bts/CGTP/Pages/pet.aspx)

A. Basic Information

1. An Associate Professor promoted to that rank within the University shall have permanent tenure.

2. The minimum criteria for consideration of appointment/promotion to the rank of Associate Professor are: (1) an American Library Association accredited or recognized master’s degree; (2) at least five years of appropriate professional experience, at least three of which must be at UNCG, or rank of Associate
Professor at another institution; (3) demonstrated evidence of skills in library, information, or archival science; (4) demonstrated evidence of accomplishment in research or other germane creative activity, and; (5) demonstrated evidence of accomplishment in professional service to the Libraries, the University, the profession, and/or the public. (See *Faculty Handbook* 3.8.6)

3. The calendar is developed by the Chair of the P&T Committee in December of the preceding year and later modified once the Provost’s official calendar is received.

4. The Dean of the University Libraries and the Chair of the P&T Committee meet in late January/early February with any librarians eligible to seek tenure that year and their supervisor(s). They provide information and answer questions about the process from candidate and supervisor. The tenure review schedule is given to candidates, to their supervisor, and posted on the University Libraries P&T website.

5. External reviewers are required for tenure. Reviewers are selected on the basis of their expertise to review an applicant’s accomplishments. To ensure objectivity, external reviewers may not have had a close personal and/or professional relationship with the candidate such as a co-author, co-presenter, or co-worker. The candidate may not contact potential external reviewers at any time during the tenure process.

B. Appointment of Associate Professors

1. Before an announcement of vacancy is posted, consultation should take place between the Dean and the appropriate department(s) to determine whether or not this position should be posted as “tenured or tenure-track.”

2. An Associate Professor hired at that rank from outside the institution normally shall have tenure. With justification, approved by the Provost, an Associate Professor hired from outside the institution may be appointed to a probationary term of up to three years.

3. Finalists chosen by the search committee for interviewing should be notified in writing by the Dean, that if they desire to be considered for tenure upon appointment they must submit proper documentation of tenure attainment from their previous institution at the time of or prior to their interview. Candidates requesting appointment with tenure must have received tenure at a previous institution.

4. If the candidate requests appointment with tenure, documentation must be sent to the Dean for review by the tenured librarians before an offer is made.
5. The candidate must meet the University Libraries’ tenure requirements. There must be a recognition of superior performance, achievement and demonstrated professional competence in a previously tenured position.

6. When an Associate Professor is being considered for hire with tenure, the tenured faculty of all ranks, including the Department Head, will deliberate and vote on whether to recommend the granting of tenure to the candidate for the position in question. All tenured faculty will have the opportunity to review the candidate’s resume, credentials and tenure documentation prior to the Dean’s called meeting for discussion of the issue and vote by written ballot. A two thirds majority vote will recommend the candidate for tenure upon appointment. The Dean does not participate in the vote. The departmental recommendation will be forwarded to the Dean, who will forward it to the Provost and Chancellor for action.

7. In cases where an Associate Professor is being considered for hire without tenure, the Dean of the Libraries must submit justification to substantiate the recommendation for the tenure-track appointment. The departmental recommendation will be forwarded to the Dean, who will forward it to the Provost and the Chancellor for action.

8. If hired for a probationary term, before the end of the penultimate year of that term, the Associate Professor shall be reviewed for tenure and/or promotion, and a decision rendered. The procedures in the remainder of section IV shall be followed. If tenure is not awarded, the Associate Professor’s employment shall end at the conclusion of his or her probationary term contract.

C. External Review: The candidate submits a list of up to four potential external reviewers to the Department Head for consideration. Potential reviewers may not include individuals with conflicts of interest in objectively evaluating the candidate’s portfolio (e.g., former teachers or students, close collaborators, or others whose relationship to the candidate may make objective assessments difficult). The Department Head consults with the faculty senior to the candidate in rank, assembles a list of no fewer than four additional potential external reviewers, and selects no fewer than three reviewers from the combined list. At least one of the selected names must be from the tenure candidate’s list. All external reviewers must be tenured librarians. At least one of those selected names must be from the tenure candidate’s list. The Department Head sends letters to all of the potential external reviewers to gauge their willingness to participate in the external review. For details, see Appendix: Best Practices for External Review.

D. Preparation of the Promotion and Tenure Materials

1. The online UNCG Promotion and Tenure Form is used to organize the promotion and tenure portfolio.
2. Sections A.I-III each should have approximately three narrative paragraphs providing an overall context for the contents of that section. Statements should be written in the first person, be factual, and be objective. Subjective or evaluative statements should not be included.

3. Descriptions should be as free as possible of library jargon, acronyms, etc. so that someone outside of the profession could understand the information.

4. Activities should be listed in reverse chronological order; that is, beginning with the most recent activity. Information on publications, presentations, etc. completed prior to appointment at UNCG may be included, but must be noted as such by placing them below the heading “Hired at UNCG [date].” Activities since coming to UNCG will be weighted more heavily.

5. When applicable, include relevant dates and locations.

6. Collaborative efforts should be acknowledged although detailed lists of names and titles are unnecessary.

7. The name of the supervisor who wrote each of the evaluative sections should be indicated at the beginning of that section.

8. Materials used for the reappointment process may be incorporated into the promotion and tenure package.

9. Supporting material may be placed in Appendices in the LMS. Stable, persistent links to online tutorials or other “born digital” supporting materials may be used in text as a substitute for some appendices.

10. By the date specified on the University Libraries tenure calendar, the Dean sends a memo to the Library faculty inviting letters concerning the candidate’s performance and achievements.

11. If the candidate works with or supervises SHRA or non-faculty EHRA staff whose input would be valuable, the Dean may meet with those individuals on a voluntary basis. Supervised SHRA or non-faculty EHRA staff may provide oral input on the candidate. The Dean then may provide an oral summary of their comments for the DRC and the Unit Review Committee if necessary. Input from these individuals is kept strictly confidential.

12. When the completed portfolio with accompanying appendices is loaded in the LMS, the candidate notifies the Chair of the P&T Committee.

E. Role of the Promotion and Tenure Committee: Members of the P&T Committee act in an advisory capacity as requested by the candidate prior to the deadline stated in the
reappointment calendar. Candidates are encouraged to solicit help from other tenured librarians, especially with proofreading.

F. Role of the External Reviewer

1. After the candidate has made final changes to the tenure portfolio, the LMS Administrator grants the external reviewers access to the candidate’s portfolio in the LMS.

2. After each external reviewer has reviewed the candidate’s portfolio, she/he prepares a letter evaluating the material and sends it to the Department Head. These letters are added to the portfolio. A copy of each external reviewer’s vita is also placed in the candidate’s portfolio.

G. Role of the Department

1. Review of the candidate must be consistent with the clear and specific unit criteria for promotion and tenure, and reflect the feedback that the candidate has received in his or her annual reviews.

2. Members of the DRC are given access to the candidate’s portfolio and external reviewers’ comments (Regulations, 4.B.i.a (1)).

3. The DRC must have a minimum of three tenured librarians. If the department does not have a minimum of three tenured librarians (excluding the Department Head), the Dean shall confer with the Department Head and the candidate to determine the composition of the review committee. A memorandum of agreement between the candidate, the Department Head, and the Dean will specify the composition of the review committee. If following the consultation specified above, the Dean determines that agreement cannot be reached, the Dean, with the approval of the Provost, will specify the composition of the committee. (4.B.i.f.)

4. The Department Head assembles and consults with the DRC. The Dean is also invited to this meeting which is presided over by a Chair, who is selected by members of the DRC. The Chair assures that the meeting is divided into evidence-gathering and deliberative phases, conducts a secret ballot, counts the votes, prepares a written summary of the deliberative phase (including a summary of any dissenting opinions), forwards the summary and the results of the vote to the Department Head and ensures that all present sign the appropriate page of the UNCG Promotion and Tenure Form. The Department Head and Dean may not be present during the deliberative phase and vote of the DRC.

5. Upon receiving the materials from the Chair as described above, the Department Head prepares his or her independent recommendation and posts it along with the
Department Review Committee’s recommended action and a summary of their deliberations, their votes both for and against the nomination, and the candidate’s current CV, to the candidate’s organization in the LMS.

6. The Department Head, after posting this information on the LMS, also notifies the candidate of the DRC’s recommendation.

7. Descriptive material may be added to a candidate’s portfolio, either by the candidate or the department, at any time prior to the departmental vote.

8. If there is a negative departmental vote the candidate may submit additional documents that support his or her tenure. These documents are submitted to the Dean and are available for consideration by the Unit Review Committee, the University Committee on Promotion and Tenure, and the Provost. (Regulations, 3.D.ii.a (2))

H. Unit Review

1. The Chair of the P&T Committee then notifies the tenured faculty that the departmental review has been completed and that the candidate’s portfolio is ready for review, and sets the time and place for the faculty to meet.

2. The Unit Review Committee should review all materials prior to the scheduled meeting. The portfolio is available to the Committee on the LMS. Each librarian by signing his/her name on the form provided at the unit meeting by the Chair of the P&T Committee (P&T form E.I.a) also indicates he/she has viewed the materials.

3. On the designated date and time the Libraries’ tenured faculty, who now constitute the Unit Review Committee, will assemble to deliberate and vote on their recommendation. The Chair of the P&T Committee should bring paper ballots and the signature page from the online UNCG Promotion and Tenure Form to the meeting. The meeting will be divided into an evidence-gathering phase and a final deliberative phase. These phases will be presided over by a temporary chair elected by the assembled members eligible to vote. Those not eligible to vote are the candidate’s Department Head, the DRC, and the Dean. No tenured faculty member may vote more than once. When the first phase of the meeting is determined to be over by a majority vote, the Dean, and those not eligible to vote will leave the meeting and the final deliberations will proceed.

4. A written ballot will be taken with the chair counting the ballots and reporting the vote to the Dean. The chair must ensure that all present sign the appropriate signature page of the UNCG Promotion and Tenure Form. Additionally, the chair must write a summary of the views of the assembled faculty, including any dissenting opinions, and give it to the Dean.
5. Following his or her review, the candidate must review the entire file including the recommendations of the DRC, the Department Head, the Unit Review Committee and the Dean, and any dissenting opinions in the LMS. The candidate must sign the top of the signature page from the UNCG Promotion and Tenure Form confirming he/she has reviewed all the materials included in the file. The candidate may elect to write a brief statement commenting on the portfolio or on opinions expressed in it in order to draw attention to points that the candidate believes have been overlooked, are inaccurate or given inappropriate emphases, or to rebut dissenting opinions. The candidate sends the Dean his/her optional statement and the signature page. No other new material can be added to the file.

6. The Dean will forward to the Provost his/her recommendation, the unit chair’s summary of the Unit Review Committee’s recommendation which will include the number of faculty votes for and against a nomination, the department level votes and recommendations, and the candidate’s portfolio.

I. Decisions of the DRC, the Department Head, the Unit Review Committee, the Dean, the University Promotions and Tenure Committee, the Provost, the Chancellor, and the Board of Trustees

1. The Dean will make the text of his/her recommendation to the Provost available for the perusal of members of the Unit Review Committee.

2. Positive Recommendation: A majority of positive votes or a tied vote from both the DRC and the Unit Review Committee, along with a positive evaluation by the Department Head and Dean would constitute a positive recommendation. The Dean sends the Provost the candidate’s entire promotion and tenure file along with his/her own evaluation of the candidate’s qualifications for tenure. The Provost always has the option to send the promotion and tenure file to the University P&T Committee. If the Chancellor decides to recommend that permanent tenure be granted, he/she shall forward the recommendation to the Board of Trustees for final approval. The Board of Trustees shall decide whether to confer tenure.

3. Negative Recommendation: A majority of negative votes from both the DRC and the Unit Review Committee, along with a negative evaluation by the Department Head and by the Dean, would constitute a negative recommendation. Normally all negative reviews will not be reviewed by the University P&T Committee; however, the Provost may forward any portfolios to the University P&T Committee to be reviewed.

4. Mixed recommendations:
a. When the DRC, the Department Head, the Unit Review Committee, and the Dean disagree on promotion and tenure, the Dean will send the entire promotion and tenure package to the Provost along with his/her own evaluation and summary. The file will move through all stages of consideration at the University level regardless of who in the Libraries made the negative recommendation (see the Promotion, Tenure, Academic Freedom, and Due Process Regulations, 4.B.iii, for details).

b. If the Chancellor decides not to recommend permanent tenure, the decision is final, even if the candidate opted to seek tenure earlier than the mandatory sixth-year review (which corresponds to the usual seven-year probationary term).

5. The Chancellor’s notification to the faculty member of a negative decision is conveyed by a simple, unelaborated written statement. The faculty member may seek a review of that decision by the Board of Governors’ Committee on Personnel and Tenure in accordance with Section 301D of The Code of the Board of Governors of The University of North Carolina and with the procedures stipulated in Section 609D of The Code. The unsuccessful candidate has twelve months from July 1st of the year of the tenure decision to vacate his/her position.

J. Announcement of the Decision

1. The candidate will receive a letter from the Provost after the Board of Trustees approves the tenure action.

2. Tenure normally takes effect July 1 of the same year in which the Provost’s letter is received.

V. Promotion: Professor

A. Criteria: The minimum criteria for consideration of appointment/promotion to the rank of Professor are:

1. An American Library Association accredited or recognized master’s degree;

2. At least 5 years of experience as an Associate Professor at UNCG or rank of Professor at another academic institution;

3. Demonstrated evidence of skills in library, information, or archival science, and;

4. Evidence of at least one of the following: (a) outstanding accomplishment in research or other germane creative activity and ongoing recognized accomplishment in professional service to the Libraries, the University, the profession and/or the public, or; (b) outstanding accomplishment in professional service to the Libraries, the University, the profession, and/or the public and
ongoing, recognized accomplishment in research or other germane creative activity.

B. Basic information

1. A Professor promoted to that rank within this institution shall have tenure.

2. This process is separate from the post-tenure review process.

3. The process for applying for Professor will be the same as that for applying for tenure/Associate Professor.

4. Unlike the tenure/Associate Professor process, application for promotion to the rank of Professor is completely voluntary.

5. The Dean of University Libraries will be appointed at the rank of Professor with tenure.

C. Review for Promotion to Professor

1. The Department Head, or a majority of the Professors among the Libraries faculty, may recommend a tenured Associate Professor for promotion to Professor once the criteria are met.

2. If requested by the candidate, the department may not delay the beginning of formal review for promotion beyond August 1 of the seventh year following conferral of tenure. The candidate shall write to the Department Head requesting review for promotion no later than the preceding March 1, and the department shall follow the procedures described in section 4 of Promotion, Tenure, Academic Freedom, and Due Process Regulations. The Department Head shall acknowledge the candidate’s request in writing, with a copy to the Dean and Provost. This is not a mandatory review in that a candidate may choose not to request review. A decision not to request review does not preclude a candidate from choosing to be reviewed in any subsequent year.

3. If the review of an Associate Professor for promotion to Professor is successful, that is, the candidate receives a majority of positive votes or a tied vote from both the DRC and the Unit Review Committee, along with a positive evaluation by the Department Head and Dean, the procedures in section IV.I.2 will be followed.

4. If a review of an Associate Professor for promotion to Professor is unsuccessful, or if the candidate withdraws his or her portfolio after a negative recommendation at the unit or university level, the candidate may next request a review during the third year of service following notice of the unsuccessful bid, by writing to his or her Department Head, as described in section 3.E.iii.b. of
Promotion, Tenure, Academic Freedom, and Due Process Regulations. This is not a mandatory review in that a candidate may choose not to request review. A decision not to request review does not preclude a candidate from choosing to be reviewed in any subsequent year.

D. Appointment of Professors

1. A Professor hired at that rank from outside the institution will be appointed with tenure.

2. When an Associate Professor is being considered for hire with tenure, the tenured faculty of all ranks, including the Department Head, will deliberate and vote on whether to recommend the granting of tenure to the candidate for the position in question. All tenured faculty will have the opportunity to review the candidate’s resume, credentials and tenure documentation prior to the Dean’s called meeting for discussion of the issue and vote by written ballot. A two thirds majority vote will recommend the candidate for tenure upon appointment. The Dean does not participate in the vote. The departmental recommendation will be forwarded to the Dean, who will forward it to the Provost and Chancellor for action.
Appendix 1

Best Practices for External Review

The candidate submits three to four names in priority order. Each name submitted must be accompanied by a short description of the person’s credentials, including title, tenure status and professional accomplishments.

Requests should be for letters of assessment, not for letters of recommendation.

Letters should be requested from diverse sources, for example not all names should be from reviewers the same institution.

Assessments must be requested from external reviewers who are tenured at their institutions.

The candidate is not to contact the potential external reviewers him/herself to ask for permission to submit their name.

External evaluators assess research and contributions to the profession.

The Department Head should use the “sample external review letter" available on the Provost’s website (https://drive.google.com/file/d/0B3_J3Uix1B4UdUxOWTEyYkhGbUk/view) as a template.

Appendix 2

Temporary Special Conditions that Apply from [date] to [date]

Due to the fact that there are currently Libraries faculty who meet the criteria as established in Section V of this document, temporary procedures shall be put in place to guide their application and receiving of the rank of Professor. These procedures are: (1) librarians currently holding tenure from UNCG will be granted the rank of Associate Professor upon implementation of these guidelines; (2) librarians who were granted tenure more than five years before the approval date of these procedures and who wish to apply for rank at the Professor level will be allowed to submit a promotion packet for change of rank in the next tenure cycle (one full academic year following the implementation); (3) librarians who were granted tenure less than five years ago will be allowed to apply for rank at the Professor level through submission of a promotion packet after they have been tenured for five years (per the rank and promotion guidelines).

Approved by University Libraries Faculty 5/2/2018
Approved by Dean of University Libraries 5/2/2018
Approved by University Provost 7/9/2018