Procedures: Tenure upon Appointment Decisions
University Libraries

• Before an announcement of vacancy is posted, consultation should take place between the University Librarian and the appropriate department(s) to determine whether or not this position should be posted as “tenured or tenure-track.” Only positions at the Assistant Director level and above could be considered for appointment with tenure.

• Finalists chosen by the search committee for interviewing should be notified in writing by the University Librarian, 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.

• If the candidate requests appointment with tenure, documentation must be sent to the University Librarian for review by the tenured librarians before an offer is made.

• 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.

• All tenured faculty will have the opportunity to review the candidate’s resume, credentials and tenure documentation prior to the University Librarian’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. If the number of voting tenured librarians is ten or less, at least seven of the librarians must vote in the affirmative for tenure to be recommended for the candidate. The University Librarian does not participate in the vote.

• The University Librarian’s recommendation concerning tenure upon appointment, along with the vote of the tenured faculty, is sent in writing to the Provost for Academic Affairs and then to the Chancellor.

12/01/2006 NBR
Final version approved by P&T Committee
Final version approved by the Library Faculty 1/10/2007