University of South Carolina School of Medicine

TENURE POLICY AND CRITERIA FOR LIBRARY FACULTY

Approved by the University Committee on Tenure and Promotions November 6, 2024

INTRODUCTION

The mission of the University of South Carolina School of Medicine Columbia is to serve the people of South Carolina and beyond through exemplary medical and health education, transformative research, and compassionate patient care. The faculty of the Library support this mission by providing and facilitating access to the information required by the students for learning and study and the faculty for research, patient care, teaching, and scholarly activity. Service is also provided to other members of the scientific community and to lay persons in need of health information. In keeping with University policies, the tenure policy of the School of Medicine Library is designed to contribute to the academic and scholarly excellence of the University by fostering high standards of librarianship.

As noted in the American Association of University Professors' *Joint Statement on Faculty Status of College and University Librarians*:

> Librarians perform a multifaceted role within the academy. It includes not only teaching credit courses but also providing access to information, whether by individual and group instruction, selecting and purchasing resources, digitizing collections, or organizing information. In all of these areas, librarians impart knowledge and skills to students and faculty members both formally and informally and advise and assist faculty members in their scholarly pursuits. They are involved in the research function and conduct research in their own professional interests and in the discharge of their duties. Their scholarly research contributes to the advancement of knowledge valuable to their discipline and institution.

This document provides a structure for evaluating candidates for tenure in the Library of the School of Medicine.

This document outlines procedures that are consistent with the *Faculty Manual* and the *UCTP Guidelines* in force at the time of their approval by the University's Committee on Tenure and Promotion. Any issues not specifically referred to in this document are governed by those guidelines.

APPOINTMENT

Terms of appointment shall follow institutional procedures for all faculty as outlined in the University's *Policies and Procedures Manual*. At the time of appointment, all faculty members are to be advised of the University's tenure procedures and provided a copy of the School of Medicine's *Tenure Policy and Criteria for Library Faculty*. Candidates for appointment are normally expected to hold a master's degree in library or information science from an institution accredited by the American Library Association or a graduate degree in another appropriate discipline.

NOTE: Candidates for library faculty appointments may be recommended for tenure on appointment by a favorable vote (simple majority, not counting abstentions) of the tenured librarians.

TENURE POLICY MAINTENANCE

It is the responsibility of the Library Unit Tenure Committee to maintain the unit's tenure criteria and policy, and to review them on a regular basis. Any recommended changes will be forwarded through the School of Medicine Office of the Dean to the Office of the Provost, then UCTP, for approval.

SUMMARY FOR THE CANDIDATE

The guidelines for file preparation are found on the website of the Office of the Provost. A file will contain all of the required materials as listed on the Provost's website and included in the *UCTP Guidelines for Units*.

Evidence of the following must be provided:

- **Librarianship** in the candidate's area(s) of expertise
- **Service** activities

Librarianship, because it contributes most directly to the academic community, is the most important consideration for the granting of tenure. A record of **Research and Scholarship** is not required but would add strength to a candidate's file. If the candidate has been active in the area of Research and Scholarship, evidence of this activity should also be included in the file.

The faculty member has the choice of using unit criteria in effect at the time hired, or the unit criteria in effect when the candidate is going up for tenure.

TENURE CRITERIA

All candidates for tenure must demonstrate consistency and durability of performance in Librarianship and Service, earning a rating of at least Excellent in Librarianship and at least Good in Service, as defined in this document.

<u>Descriptive terms used in this document:</u>

Outstanding: The candidate's performance is far above the minimally effective level.

Excellent: The candidate significantly exceeds the minimally effective level of performance.

Good: The candidate's performance is clearly above the minimally effective level.

Fair: The candidate meets the minimally effective level of performance.

Unacceptable: The candidate has accomplished less than the minimally effective level of performance.

LIBRARIANSHIP

Librarianship, because it contributes most directly to the academic community, is the most important consideration for the granting of tenure.

Librarianship refers to competence, creativity and initiative in the performance of professional responsibilities, effectiveness in applying subject knowledge and bibliographic techniques in managing library collections, skills in meeting user needs and in stimulating wider use of resources, and demonstration of administrative skills necessary for the operation of the library. Due to the unique nature of librarianship, the duties and activities which constitute the librarian's primary responsibilities may vary significantly. Therefore, each librarian may demonstrate notably distinct activities upon which they should be evaluated.

The following list is illustrative, not prescriptive, and the items are not listed in rank order. Candidacy need not be supported by all items listed:

- Developing library resources through the selection and acquisition of library materials.
- Instructing and advising library users and colleagues, both formally and informally, in the efficient and effective use of library resources.
- Extending access to library resources through bibliographic control.
- Using appropriate bibliographic tools to assist library users in information acquisition.
- Organizing bibliographic and other information files.
- Developing innovative programs that facilitate the delivery of library or informational services.
- Improving departmental performance through creative problem solving.
- Pursuing continuing education or professional development in library science or other relevant fields through formal coursework, workshops, seminars, etc.
- Extending access to library resources or developing additional resources through the creation of web pages or by other technological means.
- Ensuring continuing access to library collections through implementation of preservation and conservation policies, training, and treatments.
- Providing efficient access to materials through document delivery, interlibrary loan, or other means.
- Implementing or developing automated systems designed to enhance access to library resources or to improve overall or departmental performance.
- Communicating and cooperating with faculty, students, and library staff in furthering the objectives and priorities of the Library, the School of Medicine, and the University.
- Understanding the operations and services of the Library departments and their interrelationships and one's position within the Library organization.
- Preparing bibliographies, guides, or web pages which significantly enhance access to and use of information resources.
- Developing syllabi for courses or other educational activities.
- Teaching courses or classes to students, faculty, and staff.

Examples of performance in the area of Librarianship

Outstanding: Examples of outstanding performance may include, but are not limited to:

- Creative problem solving that demonstrably improves or enhances unit performance,
- Demonstrating advanced subject knowledge and professional expertise used to build, organize, and preserve collections,
- Taking a leadership role in the provision or development of services,
- Cooperating with other libraries and institutions to facilitate research and to develop regional and national library services,
- Demonstrating leadership skills and encouraging leadership capabilities within the unit,
- Building impactful services, spaces, collections, or programs to enhance diversity, community, and belonging among library users,
- Developing and teaching a curriculum-related course or elective related to professional expertise.
- Developing collaborations with units across campus to facilitate research.

Excellent: Examples of excellent performance may include, but are not limited to:

- Problem solving that improves or enhances unit performance,
- Building, organizing, and preserving collections,
- Assisting in the development of innovative programs or services,
- Translating knowledge of the school's curriculum and University policies into effective library services and collections,
- Implementing software or automated processes to facilitate research or the delivery of library services,
- Coordinating services, spaces, collections, or programs to enhance diversity, community, and belonging among library users,
- Assessing and monitoring changing research patterns and trends to anticipate and react to user needs,
- Sharing of professional knowledge as a guest presenter to a class.
- Assisting units across campus with research.

Good: Examples of good performance may include, but are not limited to:

- Maintaining standard unit performance, organizing, and managing existing collections,
- Continuing existing programs or services,
- Participating in regional and national library services,
- Participating in continuing education activities, reading of professional literature, or monitoring relevant discussion groups,
- Teaching instructional sessions or webinars hosted by the library,
- Providing library orientations or giving library tours.
- Connecting units across campus with research services.

Fair: Examples of fair performance may include, but are not limited to:

- Maintaining minimal unit performance,
- Acceptable development of skills necessary to meet user needs.
- Informing units across campus of research services.

Unacceptable: Candidate's job performance is consistently assessed as not meeting the minimum level of performance.

Assessment of Librarianship is supported through demonstrated outcomes, administrative review, internal and external peer review, and letters from colleagues.

SERVICE

Service refers to participation in institutional governance, successful service on committees, contributions to the educational component of the School of Medicine, and sharing professional knowledge with the School of Medicine, the University, and the community. Service also refers to activity in local, state, regional, and national professional organizations, especially serving as an officer in such an organization or serving on a committee of such an organization.

The following list is illustrative, not prescriptive, and the items are not listed in rank order. Candidacy need not be supported by all items listed:

- Participating actively, or assuming a leadership role, in Library committees, task forces, and other in-house forums.
- Participating in School of Medicine or University governance and/or committee work.
- Participating in the management of community projects under the auspices of the School of Medicine, the Library, or the University.
- Participating in community organizations or activities.
- Serving as chair or member of a committee, or as an officer of a local, state, regional, national, or international professional organization.
- Actively participating in the regular meetings of professional organizations.
- Receiving recognition for professional activities, awards, honors, etc.
- Organizing and programming workshops, professional meetings or conferences, etc.
- Editing a journal for a professional organization.
- Consulting or assisting in a professional capacity.

Examples of performance in the area of Service

Outstanding: Examples of outstanding performance may include, but are not limited to:

- Assuming a leadership role in School of Medicine or University committees and task forces,

- Serving as chair of a committee, or as an officer of a local, state, regional, national, or international professional organization,
- Consulting in a professional capacity,
- Recognition for professional activities such as the receipt of awards or honors,
- Planning in-person or virtual workshops, professional meetings, or conferences,
- Serving a leadership role in the editorial publishing process, such as a journal editor.

Excellent: Examples of excellent performance may include, but are not limited to:

- Serving as a member of a committee, or as a member of a local, state, regional, national, or international professional organization,
- Assuming a leadership role, in Library committees, task forces, and other in-house forums,
- Serving on multiple School of Medicine or University committees,
- Participating on search committees,
- Participating in the editorial publishing process, such as serving as a peer reviewer
- Scoring or evaluating student work for another department,
- Supervising internships.

Good: Examples of good performance may include, but are not limited to:

- Participating in Library faculty and staff meetings,
- Participating in School of Medicine or University governance and/or committee work,
- Participating in Library committees, task forces, and other in-house forums,
- Participating in the regular meetings of professional organizations,
- Volunteering each year to serve on a School of Medicine committee,
- Participating in community organizations or activities.

Fair: Examples of fair performance may include, but are not limited to:

- Holding memberships in appropriate professional organizations,
- Holding memberships in profession-related community organizations or activities.

Unacceptable: Candidate's job performance is consistently assessed as not meeting the minimum level of performance.

Assessment of Service is supported through administrative review, internal and external peer review, and letters from colleagues.

RESEARCH AND SCHOLARSHIP, if present, refers to activities related to inquiry and research, for example, publication in professional and peer-reviewed scholarly journals, presentation of papers, submitting grant proposals, and reviews of books or other resources. Research and scholarship may also encompass more creative outputs, such as generating displays, exhibits, or publishing in nontraditional media to achieve new or innovative approaches to problem-solving in the discipline of librarianship.

The following list is illustrative, not prescriptive, and the items are not listed in rank order. Candidacy need not be supported by any items listed:

- Publishing professional or scholarly articles, book chapters, or monographs,
- Presenting papers, moderating or participating in panel discussions, reports, etc.,
- Contributing as author, editor, indexer, or translator to publications in any format,
- Preparing research reports,
- Reviewing books, databases, software, etc.,
- Preparing bibliographies, guides, or web pages, which significantly enhance access to and use of information resources,
- Submitting grant proposals and serving as principal investigator,
- Preparing and mounting physical or digital exhibits,
- Preparing and presenting poster sessions.

A record of Research and Scholarship, though not required, adds strength to a candidate's file. For example, completion of three or more of any of the above examples may be cause to bump an evaluation in the area of Librarianship or Service (whichever is appropriate) from Good to Excellent.

CONSIDERATION FOR TENURE

Each year all non-tenured, tenure-track faculty may be considered for tenure. The Dean will write the eligible faculty member yearly (in accordance with appropriate Tenure Calendar as posted on the Provost's website) asking if they wish to be considered for tenure. Any faculty member who does not wish to be considered for tenure must notify the Director of Library Services in writing by the stated deadline. Candidates with a strong demonstration of Librarianship and Service may apply for tenure before their 5th year of service. Accomplishments recorded at a prior institution with similar standards may be added to a candidate's file for consideration. The maximum probational period for professional librarians is service for seven years at the University of South Carolina, notwithstanding the exceptions allowed in the *Faculty Manual* under "Calculation of Probationary Period." The tenured library faculty will consider and vote on all eligible persons except those who waive, in writing, consideration until the following year. The tenured library faculty will consider for tenure each faculty member in the penultimate year of a probationary appointment, as defined in the member's letter of appointment.

FILE PREPARATION

The guidelines for file preparation are found on the website of the Office of the Provost. A file will contain all of the required material as listed on the Provost's website and as included in the *UCTP Guidelines for Units*. The candidate is responsible for the preparation of the file.

PROCEDURES – SCHOOL OF MEDICINE LIBRARY TENURE COMMITTEE

The primary responsibility for the operation of all tenure procedures shall rest with the *tenured* members of the School of Medicine Library, who shall be called the Library Tenure Committee. If there are fewer than five tenured librarians, tenured faculty within University Libraries, the Law Library, or the School of Medicine will be asked to serve to make the total Committee membership five. The Director of Library Services, whether tenured or not, may not serve on the committee. The most senior tenured librarian with previous service on the committee will serve as Chair. There are no term limits. If the number of faculty available to fill the committee exceeds the minimum required, however, the committee will elect a chair yearly via secret ballot, with balloting restricted to the tenured librarians.

The committee shall meet during those years when a Librarian announces an intention to be considered for tenure. The meeting(s) will allow for discussion of the candidate's file.

EXTERNAL REFEREES

The Director of Library Services, in consultation with the Chair of the Tenure Committee, will solicit a minimum of five review letters from external referees. The candidate may solicit additional letters that will be filed in a section separate from that of the external referees' letters. The referees will be sent (a) the *Tenure Policy and Criteria for Tenure for Library Faculty* (this document), (b) the candidate's curriculum vitae, and (c) representative documents and/or portions of the file, teaching evaluations (if applicable), and other pertinent information.

Referees will be asked to comment on whether the candidate meets the unit criteria for tenure. The Director of Library Services will forward the information to the chair of the Tenure Committee. When placed in the candidate's file, a biographic paragraph that states the referee's qualifications to comment on the candidate must accompany each letter.

VOTING

Voting will be by secret ballot as outlined by the procedures on the Provost's website and as allowed by S.C. State Law. Any ballot on tenure must be accompanied by a written rationale based only on the criteria established to secure tenure for School of Medicine Librarians. A favorable decision requires a majority vote (51%) of the votes cast. An abstention shall be counted towards the total votes to determine the existence of a majority.

The Chair of the Committee will forward the Committee's recommendation to the Director of Library Services in a letter, along with the candidate's file. The Director of Library Services will then forward the file, along with his or her own recommendation, to the Dean of the School of Medicine. The Dean will then forward the Committee vote along with his or her own recommendation and the candidate's file through administrative channels to the University Committee on Tenure and Promotion.

The Chair of the Committee will notify the faculty member under consideration of the favorable or unfavorable recommendation by the Committee.

APPEALS AND GRIEVANCES

Any School of Medicine Librarian who is considered for tenure and who receives a negative recommendation from the Committee has a right of appeal and a right to file a grievance. Procedures for appeal and grievance specified in the *Faculty Manual* will apply.

CONFIDENTIALITY

The *Faculty Manual* sets forth provisions regarding confidentiality.