Wichita State University
University Libraries

Library Faculty Handbook

Chapter 1
Faculty Appointment

Adopted by University Libraries faculty, June 21, 2021
Approved by the University Libraries Dean, June 21, 2021

Table of Contents

1.01 <u>University Libraries</u>

The University Libraries is integral to the discovery, synthesis, transmission, and application of knowledge. University Libraries contributes to intellectual discovery and learning through building, organizing, and providing access for information resources and through academic collaborations in teaching, research and service to University students, faculty, staff, and the wider community. This role is articulated in its mission "to be an essential force in teaching and research" and to "serve vital roles in educating and providing access to high impact information resources, preserving intellectual and cultural records, and continually evolving as a research network across campus and the larger community that facilitates intellectual discovery, scholarship, creative activity, and innovation." The strategic goals of University Libraries align with the goals of the University and its strategic plans.

1.02 <u>Library Faculty</u>

The faculty of the University Libraries are professional librarians graduated from an American Library Association (ALA) accredited library school with the terminal Master's degree. (see the "ACRL Statement on the Terminal Professional Degree for Academic Librarians at: http://www.ala.org/acrl/standards/statementterminal.) An additional graduate degree pertinent to the faculty member's assignment is desirable, but not a requirement. Library faculty members facilitate the integration and application of existing knowledge to create new knowledge. Their expertise and responsibilities are diverse. The unique contributions of each faculty member are evaluated in three areas of scholarship: librarianship, research / scholarly / creative activities, and service following the UniScope model of scholarship endorsed by the University Faculty Senate and implemented by the University Libraries (see **Appendix Q**. **UniScope Forms of Scholarship** and **Appendix R. UniScope Examples for Librarians**)

WSU librarians are guided by the American Library Association Library Bill of Rights and professional code of ethics. Faculty librarians are explicitly committed to intellectual freedom and the freedom of access to information, the principles of collegiality and professional service to the University, its libraries and the profession.

The distribution of weightings for University Libraries faculty is: Scholarship of Librarianship – 80% Scholarship of Research, Scholarly and Creative Activity – 10% Scholarship of Service – 10%.

1.03 <u>Role of the University Libraries in Faculty Recruitment, Professional Development, and Retention</u>

The development of a vigorous and professionally active University Libraries faculty is a major goal of the University Libraries. The University Libraries will recruit, retain and promote librarians who are highly self-motivated and have the skills and abilities to support the mission of a teaching and research library. Faculty members function best in an environment that encourages acceptance of responsibility and that rewards continuous learning, scholarship and service. It is the joint responsibility of the University Libraries administration and each member of the University Libraries faculty to attain this goal.

The University Libraries Administration/Primary Evaluator has the responsibility for assisting faculty members, especially those on probationary appointment, to reach their full potential as academic librarians. This assistance includes developing and communicating University Libraries and university personnel policies; providing annual evaluations, during which faculty members are informed and counseled about their performance and prospects for tenure and promotion; creating opportunities for interaction with colleagues at other institutions; granting release time for research projects; providing an opportunity for mentoring by a more experienced University Libraries faculty member, and encouraging and rewarding outstanding performance.

The University Libraries Tenure and Promotion Committee shares the responsibility for assisting faculty members on probationary appointments to reach their full potential as academic librarians by participating in the annual and third-year pre-tenure reviews, communicating information about evaluation expectations at faculty meetings, and providing annual workshops to coach probationary faculty on the tenure process (see also Ch.3.3 of the University Libraries Faculty Handbook.)

University Libraries faculty members are responsible for selecting and acting on opportunities to further professional development within the context of the missions of the University, the University Libraries, and their own positions. Each faculty member should establish an overall plan for professional development that demonstrates a pattern of consistent and continuous growth based on the criteria set forth in this document.

These criteria must be considered in the context of librarians' twelve-month contracts, the demands of professional assignments and the distinctive role of academic librarians, which is both scholarly and professional.

1.04 Appointment Notice

New faculty appointments are formalized by an initial letter of offer from the Dean of University Libraries and are signed by both the Dean of University Libraries and the new faculty member. An additional appointment form or notice that states the term of

employment, salary, faculty rank, and appointment status will then be issued by the President's Office.

Continuing faculty appointments are formalized by an appointment form or notice that states the term of employment, salary, faculty rank, and appointment status. Appointment notices for the next academic year are issued by the President's Office as soon after the legislative session as possible.

1.05 **Term of Appointment**

University Libraries faculty receive annual (12 months) appointments, including vacation and holidays.

1.06   **Faculty Ranks and Titles**

The principal titles and ranks granted by the University to faculty are those normally bestowed by institutions of higher education: Professor, Associate Professor and Assistant Professor (see **WSU Policies and Procedures Manual, Ch.4.01.C**)

Faculty may be appointed as Assistant Instructors, non-tenured track Assistant Teaching Professors, to fill temporary librarian positions and the appointment may be full-time or part-time.

1.07 **Types of Appointments**

In accordance with University guidelines, faculty appointments to the University Libraries are of five basic types: provisional, regular, temporary, probationary, and tenured (see **WSU Policies and Procedures Manual, Ch.4.01.D**)

- **Temporary** appointments are on an annual basis, are subject to renewal based on need for instruction, and carry no expectation of reappointment. Individuals with a temporary appointment may not be moved to a probationary appointment without review and specific authorization by the Provost. Temporary non-tenure track faculty librarians may be considered for promotion if they worked in their position no less than six years.

- **Provisional** appointments are for unclassified teaching professionals and last for three years before being eligible for regular appointment status.

- **Probationary** appointments are those appointments that may, on the basis of continuing satisfactory performance, lead to review for the award of tenure. However, probationary appointments carry no expectation or promise that review for the award of tenure will be undertaken or that

tenure will be awarded. Probationary appointments are reviewed on an annual basis, and may or may not be renewed. Probationary appointments will not be continued for more than seven years.

- **Tenured** appointments will be annually renewed unless the faculty member is dismissed through proper actions and procedures (see **WSU Policies and Procedures Manual, Ch.4.33** and **Ch.4.34)**

1.08 General Criteria for Appointment

Appointments to the University Libraries faculty must adhere to the criteria for rank to which appointed, and appointees must show promise of meeting the criteria for tenure and promotion. Evidence of academic excellence and professional achievement in librarianship contained in letters of reference, transcripts, publications and the record of previous work experience serve as indicators of an individual's potential. (see also Ch.1.10 and Ch.3.1.5 of this document.)

1.09 Special Conditions of Appointment

Any special conditions of appointment will be included in the initial letter of offer and in the appointment form signed by the faculty member on an annual basis. An administrative stipend would be an example of a special condition of appointment.

1.10 Requirements for Appointment as University Libraries Faculty Member (see also Ch.3.1.5 Faculty Promotion: Definition of Ranks)

1.10.1 Requirements for appointment at the Assistant Professor rank

University Libraries faculty members typically receive a probationary appointment at the rank of Assistant Professor upon recommendation by the Dean of University Libraries and the Primary Evaluator. Appointment at the rank of Assistant Professor requires a master's degree from an ALA-accredited program with the expectation that appointees must show promise of meeting the criteria for tenure and promotion as discussed in section 1.07.

1.10.2 Requirements for appointment at the Associate Professor rank

Appointment at the rank of Associate Professor requires more extensive experience sufficient to enable the appointee to assume a leadership role immediately upon appointment and a strong record of scholarly contributions and professional service. Review for the appointment at the rank of Associate Professor shall be initiated by the Dean of University Libraries through consultation with the University Libraries Tenure and Promotion Committee in accordance with the University Libraries and

University guidelines in force at the time of appointment. The University Libraries Tenure and Promotion Committee will then submit recommendations on appointment status to the Dean of University of Libraries for approval. Expectations for appointment at the Associate Professor level include but are not limited to the following:

  a.   ALA-accredited Master's degree
  b.   Demonstrated excellence in librarianship and relevant professional experience
  c.   A strong record of scholarship, which must include refereed publications at the regional or national level.
  d.   Service to a library, a university, and professional service at the regional or national level.

1.10.3 Requirements for appointment at the Full Professor rank

Appointment at the rank of Full Professor requires extensive experience sufficient to enable the appointee to assume a leadership role immediately upon appointment and a record of scholarly contributions and professional service. Review for the appointment at the rank of Full Professor shall be initiated by the Dean of University Libraries through consultation with the University Libraries Tenure and Promotion Committee in accordance with the University Libraries and University guidelines in force at the time of appointment. The University Libraries Tenure and Promotion Committee will then submit recommendations on appointment status to the Dean of University Libraries for approval. Expectations for appointment at the Full Professor level include but are not limited to the following:

  a.   ALA-accredited Master's degree
  b.   Demonstrated sustained excellence in librarianship and extensive professional experience
  c.   A record of substantial refereed publications, as well as other appropriate scholarship, which has led to professional recognition at the national or international level.
  d.   Demonstrated academic leadership in the form of sustained service to the University Libraries, university and the profession at the national or international level

1.11. Faculty Sabbatical Leave

Tenured Faculty Librarians are eligible for Faculty Sabbatical Leave. (see **Appendix N. Sabbatical Applications** and **Appendix O. Final Report on Sabbatical Leave**). Deadlines for sabbatical leave requests and approval are outlined in annual Academic Affairs Calendar.

1.12. <u>Emeritus Status</u>

As stated in **WSU Policies and Procedures Manual Ch. 3.27**, emeritus status is an honorary designation conferred upon retirees in recognition of their contributions and accomplishments over their years of service to the University. To be eligible for emeritus status, the employee must be at least 55 years of age and have a minimum of ten (10) continuous years of distinguished service.

To be considered in the determination of meritorious service are the person's contributions in the areas of librarianship, scholarly activity, service or leadership.

Recommendations for the designation of emeritus status must be made through a vote of the University Libraries faculty. After receiving concurrence from the Dean of University Libraries, the recommendation will be forwarded to Provost and the University President for final review and determination. (see **Appendix P. Recommendation for emeritus status**.)

Wichita State University
University Libraries

Library Faculty Handbook

Chapter 2
Annual Evaluation and Salary Recommendation Process

Adopted by University Libraries faculty, June 21, 2021
Approved by the University Libraries Dean, June 21, 2021

Table of Contents

2.01 Annual Evaluation

All tenured, probationary, and non-tenure track temporary faculty are evaluated annually according to schedule and process outlined in the annual **Evaluation Calendar for the Previous Calendar Year Faculty Activities** (see sample in **Appendix A**).

Each individual faculty member provides a written report by completing the university's **Faculty Activity Record** (FAR) (see **Appendix B**) and supplemental documentation.

The reviewers: Primary Evaluators (faculty immediate supervisor), University Libraries Tenure and Promotion Committee, and Dean of University Libraries summarize the results of annual review by fill out the **Evaluation and Signature Form for Tenure Track Faculty and Non-Tenure Track Faculty** (see **Appendix C**). The evaluative statements on the reviewers' form are based on the *Tenure and Promotion: Policies and Guidelines* (see Chapter 3*)* and annual goals that are written according to the *Guidelines for Developing Goals* (under Chapter 2.02.3 of this document).

Primary Evaluators complete a written evaluation of tenured, tenure track, and non-tenure track temporary faculty based on faculty annual performance, a FAR and supplemental documentation. The Primary Evaluator signs her/his evaluation and sends it to the faculty. The Primary Evaluator discusses the evaluation with faculty and faculty also signs the evaluation. A faculty member has the right to write a rebuttal. The University Libraries Tenure and Promotion Committee write a separate annual review letter summarizing progress towards tenure to each tenure track and non-tenured track faculty member based on the FAR and supplemental documentation. This letter is signed by chair of the Tenure and Promotion Committee. (see template in **Appendix D**.)

The Committee may conduct an annual review of tenured faculty (not applying for promotion or post-tenured incentive review) if requested by library faculty. Every three years, library faculty vote if the University Libraries Tenure and Promotion Committee should evaluate tenured library faculty annually. Depending on the results of the votes, tenured faculty are evaluated/not evaluated by the Committee for the next three years.

A copy of the Primary Evaluator written review and the Tenure and Promotion Committee letter is placed in the faculty member's Tenure and Promotion file in the University Libraries Dean's Office.

2.02. <u>Faculty and Evaluators Documentation</u>

2.02.1 FAR: Faculty Activity Record (see **Appendix B**)

The FAR is an important document that serves as an integral part of the faculty evaluation. It records regular activities and program improvements that document how the year's goals were met. Finally, it chronicles the faculty member's activities in a way that will be useful in developing promotion and tenure dossiers. Both the annual review and salary point recommendations are based in part on the completed FAR. The University Libraries Tenure and Promotion Committee and the Dean's Office will be jointly responsible for maintaining and updating this form annually following the first faculty meeting of the academic year.

Instructions for completing the FAR:

      I. Librarianship

    a.   This section covers primary job responsibilities. For example:
Information access and collection management
Instruction and research assistance
Technological advancement and digital curation

    b.   List those functions appropriate to the assignment, along with the time and scope/percentage committed to each. Include specific information about achievements during the year. Be sure to list progress toward completion of goals.

      II. Research/Creative Activity

    a.   List all works published or accepted for publication during the calendar year. Include full title, publisher, date or expected date of publication, and whether refereed or not. Faculty members may also choose to add notes on acceptance rates, impact factors, contributions made to jointly authored works, or other data that will assist evaluators in assessing the work.

    b.   Indicate work in progress, including items submitted for publication. If still in progress, put N/A under "Publisher/Place" to indicate that the work has not been submitted. Works listed lead to an expectation for

eventual publication or presentation.

c. Grants. Enter the title of the grant, the funding agency, the dollar amount, and your role (e.g., Principal Investigator or Co-Investigator). If funded, enter the amount; enter N/F if not funded. If funded, include information about what has been accomplished in appropriate sections.

d. Consulting, paper presentations, poster presentations, and professional presentations. Describe the organization, your role, inclusive dates, and remuneration, if any. Indicate if the presentation was a paper presentation, poster presentation, or professional presentation, and whether the presentation proposal was refereed.

e. Awards. Include acceptance into professional associations (other than those that can be joined simply by paying membership dues).

III. Service

a. List all university administrative and committee assignments, noting level of service: unit (d), college (c), or university (u). If release time and/or compensation were awarded, so indicate.

b. Be selective, remembering that things such as the University Libraries Social and Courtesy Committees are not highly valued in tenure decisions.

c. For external service, list only activities that require professional expertise, for example, editorships of journals, reviewing for journals, election to office in professional associations, refereeing papers, professional consultation, etc.

2.02.2 Supplemental File

Faculty members should prepare a supplemental file of materials that support their primary job activities (such as user guides created, reports developed, etc.), as well as copies of all works published or accepted for publication, papers presented, grant proposals, and evidence of professional service such as committee reports or letters of appointment. Access to these documents is helpful to the evaluators.

2.02.3 Goals

1. <u>Assumptions and Objectives</u>

    a. Goals are an essential guide for evaluating a faculty member's progress during the evaluation period.

    b. Goals should address librarianship, service, and scholarship based on library wide goals.

    c. Goals should be specific, observable, and measurable.

2. <u>Guidelines for developing Goals</u>

    a. Primary Evaluators develop goals for their units based on library-wide goals and distribute them to faculty and the Dean of University Libraries.

    b. Faculty members prepare goals that support unit goals, library goals, and foster their professional development. Faculty members submit their annual goals with their FARs.

    c. Faculty members meet individually with Primary Evaluators to consult on the appropriateness of the goals. Faculty members have an opportunity to revise their goals after consultation with Primary Evaluators.

    d. Draft goals are then submitted to the Dean of University Libraries for review and approval. The final revision is signed by both the Primary Evaluator and faculty member and is then submitted to the Dean of University Libraries along with the primary evaluation.

    e. Primary Evaluators and the Dean of University Libraries, where agreement has not been reached, may include additional goals as part of the evaluation. Such goals will be reviewed and discussed during the evaluation. Faculty members who disagree with the additional goals may make a written response.

    3. <u>Goals prepared by faculty members and those written by Primary Evaluators</u> and/or the Dean of University Libraries will serve as a component of the annual review*.*

2.02.4 Evaluation and Signature Form (see <u>Appendix C</u>)

The *Evaluation and Signature Form* is used to assess a faculty member's performance for the previous calendar year. The Primary Evaluator, the University Libraries Tenure and Promotion Committee, and the Dean of University Libraries each provide a written evaluative statement. These reviewers, as well as the Office of the Provost, also use the form to record their recommendations regarding reappointment for probationary and temporary faculty. In addition, the Primary Evaluator indicates on the form whether a tenured faculty member's work during the past year met minimum expectations in each of the three areas: Librarianship, Scholarship, and Service. Finally, the faculty member's goals for the following year are attached to the form.

2.03 Guidelines for Evaluating Performance

The guidelines and criteria for evaluating librarianship, scholarship, and service activities are intended to aid faculty members in relating their professional growth to their primary position responsibilities, annual evaluation, tenure, and promotion. To ensure consistency throughout the evaluation process, the criteria required for the annual performance review of all faculty members is identical to that described in Guidelines *for Tenure and Promotion (*see University Libraries Faculty Handbook, Ch.3)

Because University Libraries faculty members primary responsibilities differ from position to position, they will be evaluated on the criteria appropriate to their individual positions.

2.04 Expectations for Faculty Librarians Performance Evaluation in Annual Review and Tenure and Promotion

These expectations are formulated in compliance with the Association of College and Research Libraries *Standards for Libraries in Higher Education*, 2018 (http://www.ala.org/acrl/sites/ala.org.acrl/files/content/standards/slhe.pdf)

A. Evaluation of Librarianship

1. Library faculty members at Wichita State University develop, implement, and manage effective services and facilities that are user centered. Each library faculty member is expected to:
 • Provide excellent service, customized to meet the needs of individual users
• Be knowledgeable about technology (theoretical and skills-based) and apply it to improve services
• Be innovative, seeking out new opportunities to support the University Libraries' and University's missions

2. Library faculty members at Wichita State University engage in continuous planning and assessment to inform resource allocation and to meet their mission effectively. Each library faculty member is expected to:

• Define, develop, and measure outcomes that contribute to the University Libraries' overall effectiveness and promotion of continuous improvement
• Anticipate user needs and critically evaluate and assess existing and new collections, services, and systems to ensure that user needs are met
• Plan, prioritize and organize work in order to focus on what is critical
• Participate in strategic planning and apply strategic thinking
• Adapt appropriate business approaches to library operations to ensure accountability and the wise use of limited resources

3. Library faculty members at Wichita State University are expected to support cooperation and collaboration to enhance service. Each library faculty member is expected to:

 •Work effectively with diverse groups, creating an environment of mutual respect
•Form and maintain partnerships both within and outside of the university community
• Seek opportunities to share expertise and knowledge
• Work effectively as part of a team
• Provide leadership

4. Library faculty members at Wichita State University partner in the educational mission of the institution to develop and support information-literate learners and researchers who can discover, access, create, and use information effectively for academic success, research, and lifelong learning. Each library faculty member is expected to:

• Understand teaching, learning, and research, and seek to provide services that will enhance these endeavors and meet the needs of students, faculty, and researchers
• Help users learn either directly or indirectly
• Contribute to the development of the library as an intellectual commons where users can interact with ideas in both physical and virtual environments
• Advocate for the University Libraries and the university within the context of higher education
• Communicate the importance of library services to the higher education community
• Serve as an effective member of the university
• Serve as an expert consultant to the university on information
• Participate in and support fund-raising efforts on behalf of the university

5. Library faculty members at Wichita State University enable users to discover information in all formats, locally and remotely, through effective use of technology and through organization of knowledge including its structure, creation, management, dissemination, and use. Each library faculty member is expected to:

• Use their knowledge to support collection development and management of library resources both locally held and accessed remotely
• Understand how the University Libraries supports and enhance scholarly communication
• Understand the implications of information policy, including laws regarding copyright, licensing, and intellectual property
• Critically evaluate and assess existing and new information resources in relation to user needs
• Describe and translate intellectual resources in a way that is useful to others

6. Library faculty members at Wichita State University demonstrate commitment to the values and principles of librarianship. Each library faculty member is expected to:

• Connect people to ideas
• Communicate effectively with others outside of the University Libraries
• Provide free and open access to information while respecting intellectual property rights
• Demonstrate commitment to student and faculty learning
• Show respect for individuality and diversity
• Support freedom for all people to form, hold, and express their own beliefs
• Support academic integrity
• Preserve the human record
• Provide excellence in service
• Form partnerships to advance these values

B. Evaluation of Scholarship

Scholarship encompasses a wide range of activities that serve either to lay the foundation for or advance knowledge in a particular discipline. Scholarship may be theoretical or applied. It may be specific to an area of librarianship and information studies or to another discipline in which the candidate has particular expertise.
Each faculty member will be expected to show the relevance of his or her scholarship to his or her professional effectiveness.

Evidence of individual capacity for quality published scholarship is essential for making a successful case for tenure and promotion. As librarians often work collaboratively on research projects, sole authorship is not required to demonstrate individual capacity. However, there must be clear evidence that the candidate played a significant role in jointly produced scholarship to achieve the highest possible recognition for the scholarly contribution. A candidate must indicate the percentage and describe the extent of his/her contribution for each joint publication in the tenure and promotion statement.
A candidate's scholarly activities will be evaluated on the basis of quality, significance, usefulness, and creativity of the work. Quality is more important than quantity. Methods of evaluation include evidence offered by the candidate, external peer reviews, citations, and other relevant information that documents the impact of the scholarship on the profession.

Scholarly activities should focus primarily on refereed or rigorously reviewed venues. A scholarly publication counts as "refereed" when it has been *reviewed and evaluated before publication by scholars or experts in the research topic of the manuscript* (*WSU Policies and Procedures*, 4.24.I.O). Candidates may check Ulrichsweb for the refereed status of journals. Other scholarly materials may be designated as "refereed" if the review process matches the definition. Although refereed publications reflect the highest standard of scholarly publication, non-refereed works in highly respected venues are common vehicles for publication in librarianship and should be included in any evaluation of scholarly activities. Invited publications and other scholarly activities will be given special consideration.

A candidate's statement should clearly state if a work is in progress or has been submitted, accepted, or published. Published and available works carry greater weight than works in progress or submitted for publication although both types of activities reflect a positive ongoing commitment to scholarship and should be documented. Works accepted for publication clearly indicate a realized scholarly contribution and are given the same consideration as similar published works.

Examples of quality published or presented scholarship:
- Refereed journal articles are essential to tenure and promotion. A candidate should publish refereed articles
- Books, book chapters, and other monographs are evaluated according to the extent to which they are refereed or reviewed and the type and quality of the publication
- Conference papers are evaluated according to the level and nature of the conference and the extent to which the papers are refereed or reviewed
- Non-refereed journal articles are evaluated according to the extent of the review process and how respected and how widely the publication is distributed
- Poster sessions or oral presentations at professional meetings are evaluated according to the level and nature of the conference and the extent of the review process
- Authored digital projects, web exhibits, audiovisual or multimedia products, software, or catalogs are evaluated according to how substantive the scholarly contribution and the extent of the review process
- Reviews of books or other scholarly materials are evaluated according to the extent of the review process and the type and quality of the publication

The following documentation of scholarly activities should be included in the secondary dossier, when appropriate:
- Copies of the published work, e.g., journal article, book chapter, conference paper, book review, etc.
- Copies of the text or detailed outline of papers presented at conferences
- Copies or photos of poster presentations
- Printouts from digital projects, web exhibits, etc., with the URL clearly indicated
- Copies of letters of invitation to present at a conference, submit a journal article, write a book review, etc.

C. Evaluation of Service

Service to the profession through contributions to local, regional and national library associations is important to the enhancement of library effectiveness and contributes to the improvement of librarianship. Service to the University Libraries is essential for the advancement of library programs and services. As members of the University faculty, service to the University is integral in maintaining relationships with other academic units. Service to the community in a professional capacity is a valuable contribution to the fulfillment of the University's mission. In all levels of service, the main criterion is the value of the individual faculty member's contribution to the service activity.

Examples of the variety of service activities that may be considered:

Service to the University Libraries and the University
- Member of a library or university standing or ad hoc committee
- Special projects that improve the effectiveness of the WSU Libraries or University

Service to the Profession
- Member of a professional association committee
- Officer or committee chairperson in a professional association
- Special assignment for a professional association
- Activities that support the profession such as serving as an external reviewer, on a state-wide task force, or consulting with other professionals

Service to the Community
- Member of a board, commission or committee
- Professionally related activities that enhance the image of the University Libraries or University

Examples of evidence that could be incorporated into the secondary dossier:
- Appointment forms
- Description of committee work and accomplishments
- Copies of reports or documents produced by a committee
- Letters from committee members or chair
- Other relevant evidence

2.05 Guidelines for Evaluators' Statements

1. Evaluate success in meeting goals as set forth in the previous review by the faculty member and the reviewer(s).

2. Assess quality and quantity of work as well as adequacy of performance in meeting assigned duties.

3. Assess performance in each area of a faculty member's assignment.

4. Set forth specific, measurable, and achievable goals for the next evaluation period.

5.   Indicate praise for excellent performance, as well as constructive criticisms that identify deficiencies and areas of needed improvement.

2.06 Salary Point Recommendations

2.06.1 Assumptions and Objectives

Salary increases may be based on merit when funding is available at the University. The merit process should reward outstanding performance and contribute to the achievement of the University's and University Libraries' missions, goals and expectations.

The process should: be understood by all participants; perceived as fair; and regarded as an accurate assessment of each faculty member's performance in librarianship, scholarship, and service.

Different assignments carry different expectations. Additionally, University Libraries faculty members new to the profession are rated differently from experienced practitioners with many years of service. During the first one year of the probationary period, greater emphasis is placed on mastering one's assignment. Later, broader aspects of the assignment, professional service, and research become increasingly important.

2.06.2 General Guidelines for Point Allocation

A maximum of 50 points may be assigned.

Scores are based on how well the individual met expectations for librarianship, research, and service as documented in the annual evaluation.

Expectations are based on:
>   The criteria set forth in Section 2.04 of this document and Chapter 3 *Tenure and Promotion: Policies and Guidelines*
>   The goals developed during the previous evaluation.

Points are not allocated to specific activities but are assigned on the basis of one's overall performance.

see **Appendix E** for the Merit Point Assignment form.

2.07 Review Process

All faculty (tenured, probationary, and temporary) complete a Faculty Activity Record (FAR). Faculty upload a copy of the FAR to the Dean's Office shared networked digital folder.

Each faculty member prepares a list of goals for the coming year and uploads it to the same networked digital folder along with the FAR. The Primary Evaluator will meet with the faculty member to discuss the goals and revise them if needed.

Each Primary Evaluator reviews the performance of his or her faculty members, and prepares a written assessment, as well as recommendations for point scores.

The University Libraries Tenure and Promotion Committee also meets to draft written assessments for all tenure-track and non-tenured faculty (and including tenured faculty when the faculty has voted for peer review). In years when it is financially possible to issue salary increases based on merit, the University Libraries Tenure and Promotion Committee will also prepare recommended point scores (see Section 2.06 in this document).

The University Libraries Tenure and Promotion Committee and Primary Evaluator may meet at the request of the Dean of University Libraries to answer questions and provide additional information about a faculty librarian.

The Primary Evaluator finalizes his or her written evaluation and, when financially possible, merit point score recommendations. The Primary Evaluator makes a recommendation regarding reappointment for untenured faculty, and an indication of whether the year's work met expectations for tenured faculty. These recommendations are recorded on the **Evaluation and Signature Form** (see Appendix C)**.** At the same time, the University Libraries Tenure and Promotion Committee finalizes its written evaluation and votes on reappointment for tenure-track faculty.

The Primary Evaluator then meets with each faculty member to discuss the written evaluations, recommend point scores, and next year's goals.

The Primary Evaluator forwards the completed **Evaluation and Signature Form** (see Appendix C), the recommended merit point scores, and goals to the Dean of University Libraries.

The Chair of the University Libraries Tenure and Promotion Committee signs the **Evaluation and Signature Form** (see Appendix C) in the University Libraries Dean's Office and records the University Libraries Tenure and Promotion Committee's vote. The Chair of the University Libraries Tenure and Promotion Committee forwards the written evaluation to the Dean of University Libraries.

The Dean of University Libraries reviews all evaluations and makes a written assessment for each faculty member.

The Dean of University Libraries and University Libraries administration review merit point scores from Primary Evaluator reviews and the University Libraries Tenure and Promotion Committee to ensure equity and make adjustments as appropriate.

The completed **Evaluation and Signature Form** (see Appendix C) is made available to the faculty member for review.

The faculty member does not meet formally with the University Libraries Tenure and Promotion Committee but may request a meeting with the Chair of the University Libraries Tenure and Promotion Committee to discuss his/her review.

The faculty member signs the **Evaluation and Signature Form** (see Appendix C), and, if desired, attaches a written response.

The completed form is sent to the Provost's Office by the specified deadline.

The Provost reviews all evaluations, may add comments, and makes reappointment decisions on untenured faculty members.

Copies of the complete **FAR** and **Evaluation and Signature Form** are retained in the faculty member's file in the University Libraries Dean's Office.

Wichita State University
University Libraries

Library Faculty Handbook

Chapter 3
Tenure and Promotion:
Policies and Guidelines

Adopted by University Libraries faculty February 22, 2021
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Table of Contents

3.0 Tenure Policy

3.01 Tenure at WSU

Tenure is an ongoing employment relationship between a faculty member and the University, and may be terminated only for the reasons set forth in the policy of the Kansas Board of Regents and only after due process as described in the **Wichita State University Policies and Procedures Manual (further PPM) Ch.4.19 Tenure Policy.**

Specific performance goals will be established each year during the annual evaluation of untenured faculty. These expectations and goals form the foundation for evaluation for tenure in the context of the tenure criteria but do not constitute a definitive review for tenure. Guidelines for evaluating annual performance are found in **Chapter 2**. Expectations of performance will be defined at the time of initial appointment.

3.02 Probationary Period

All full-time tenure track (provisional) faculty with 50 percent or more responsibility for teaching, librarianship, research, scholarship, and/or creative activities with the rank of Assistant Professor or higher must undergo review after their fifth year of record at Wichita State University, unless their employment at the university is to be terminated at the end of their seventh year of service. Those individuals given credit for prior experience in higher education at the time of initial appointment shall undergo review for tenure according to the policies stated.

Under unexpected special and extenuating circumstances, completion of five years of record, and at the request of the faculty member and the appropriate dean, the Provost may grant an extension of the tenure clock for a maximum of one year.

At the time of initial probationary appointment, agreement between the appointee and the institution must be reached on the prior service, if any, to be applied against the probationary period. This agreement shall be contained in the initial letter offering the position and in the initial appointment letter.

Within two months after appointment, a faculty member will receive a letter from the Dean of University Libraries indicating the year the faculty member will stand for tenure, as well as the date of the third year review.

When a probationary period is interrupted by a leave of absence other than a scholarly leave, such leave will not be counted toward eligibility for tenure. A scholarly leave will count toward tenure unless the faculty member and the university agree in writing to

the contrary at the time the leave is granted. If a faculty member takes a part-time administrative or other non-academic appointment during the probationary period, that time is counted toward eligibility for tenure if s/he maintains at least a half-time academic appointment, and is not counted if the academic appointment is less than half-time.

If a faculty member terminates and subsequently returns to the university, rules for tenure consideration will apply as they do for previous service at other institutions of higher education. (see **PPM, Ch.4.18 / Probationary Period.**)

3.03 Early Consideration for Tenure

Within the usual probationary period, a faculty member who demonstrates exceptional merit in all areas (librarianship, scholarship, and service) may be afforded one opportunity to stand for tenure prior to mandatory review. In such cases, the faculty member, in consultation with the Primary Evaluator and the Dean of University Libraries, shall determine the advisability of early nomination according to the following criteria of eligibility:

1. The faculty member shall hold the rank of Assistant Professor or above.

2. The faculty member shall have completed three years of full-time service at the University Libraries.

Should the faculty member decide to stand for early tenure review, the following conditions shall apply:

1. The tenure review shall be conducted under the standard deadlines, policies, and procedures governing tenure considerations at that time.

2. A faculty member who is unsuccessful in the early application for tenure shall have the right to continue on probationary status and stand for mandatory tenure review without prejudice.

3.04 Initial Appointment with Tenure

In exceptional circumstances an individual may be awarded tenure at the time of initial appointment. Individuals being considered for appointment to an administrative position can be granted tenure at the time of appointment only on the basis of their scholarly and academic credentials. Review for the award of tenure with initial appointment shall be initiated by the Dean of University Libraries in collaboration with

the University Libraries Tenure and Promotion Committee in accordance with University Libraries and University guidelines in force at the time.

The University Libraries Tenure and Promotion Committee's recommendations for award of tenure with initial appointment shall be forwarded for action through the Dean of University Libraries and the Provost. In such cases where additional consultation is deemed desirable, the Provost may convene the university-level committee to conduct an *ad hoc* tenure review.

The Provost shall convey the recommendations to the President who shall review the recommendations and make the final decision. The President shall notify the individual in writing of the award of tenure.

3.1 University Libraries Tenure and Promotion Criteria

3.1.1 Implementation of UniScope Scholarship Model by University Libraries

 Sections 3.1.2-3.1.4[1] present an initial phase in adaptation of the UniScope concept of scholarship by WSU librarians. (see **Appendix Q. UniScope Scholarship Model**) The Libraries' Tenure and Promotion policy is reviewed every three years by the University Tenure and Promotion Committee.

3.1.2 Scholarship of Librarianship

Performance and accomplishment in Librarianship are valued at the highest level. Faculty in the University Libraries work in specialized areas, from providing access to the resources of the University Libraries through development of University Libraries systems and databases to building the University Libraries' collections supporting all instructional and research programs at Wichita State University, to providing instruction in research methods and in the use of information resources. Excellent performance is required in all of these specialized areas to enable students, faculty, staff, and other users to access and use the University Libraries' resources most effectively. Because the University Libraries strive to be responsive to user needs on a continual basis, University Libraries faculty operate under 12 month contracts that limit the pursuit of research projects during the summer and other academic breaks. Therefore, less emphasis is placed on scholarship than in other colleges.

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[1] Sections 3.1.2-3.1.4 were developed by the University Libraries Tenure and Promotion Committee, adopted by faculty librarians and approved by the Dean of University Libraries and University Tenure and Promotion Committee in 2018.

Scholarship of Librarianship occurs in diverse activities such as teaching classes and workshops, providing reference and research services, building collections in all formats, creating and enhancing metadata, developing digital scholarship, managing electronic resources, developing and maintaining library technology, developing special and archival collections, developing and overseeing projects and programs, and managing University Libraries. All these activities carry potential for creative development, innovation, and discovery.

Academic librarians address all subjects of scholarly literature and explore cross and multi-disciplinary connections between topics and disciplines. Integration of knowledge is an underlying principle in library indexing, classification, collection development, and metadata creation. Interdisciplinary projects are the norm rather than the exception for librarians.

Library and information science is an applied discipline by its nature. By applying library and information science methods to a variety of subjects, librarians reach diverse groups and audiences. Outreach to pre-college students, undergraduate and graduate students, researchers, educators, community users, government agencies, corporations, and donors are well-established activities of the University's librarians.

Discovery in librarianship can manifest itself in the development of original and revised theories, principles, and concepts in library and information studies. Applied librarianship can be demonstrated in programs, products, projects, collections, creation of databases, software and application development, metadata creation, and development of learning objects, tools, exhibits, or events. Transmission of library and information knowledge occurs in library instruction, workshops and seminars, labs, library orientation, badge courses, reference interviews, staff training, mentorship, consultancies, and outreach activities.

Evidence of Scholarship of Librarianship can include but is not limited to:

- Courses for credit, workshops, lectures and/or laboratories developed (courses and dates, including syllabi, course proposals, plans, course redesign, tests, selected assignments, examinations and assessments)
- Teaching material developed (including library guides, manuals, student surveys, assessment of student learning, teaching projects and programs, digital learning objects, handouts / worksheets, etc. used in library instruction and workshops)
- Examples of original metadata records and templates
- Cataloging and metadata guides and manuals
- Major analog and digital project planning documents, workflows, and statistics
- Investigative and research reports (if not listed in scholarship of research)
- New service development and/or implementation documentation
- Development of the tools for workflow efficiency, including library technology, streamlining work processes, etc.
- Innovative projects completed by a candidate

- Significant collections (analog or digital) built by a candidate
- Interdisciplinary and cross-disciplinary projects with a candidate participation (role, percentage, date)
- Service learning projects and programs involving applied learning opportunities for WSU students (role, percentage in joint projects, date)
- Technical papers, guidelines, and tutorials (for staff training)
- Guidelines, policies and procedures to improve library services (role, date)
- Computer applications, programs, etc. (percentage if joint; date)
- Publications (if not listed in scholarship of research)
  (see also **Appendix R. UniScope Examples for Librarians**)

Evaluations of impact of Scholarship of Librarianship can include but is not limited to:

- Public reviews of a candidate's accomplishments, e.g. interviews or articles in the University publications, local, regional, national, or international press
- Internal reviews of a candidate's accomplishments, e.g. nomination for award, primary evaluator review
- View and download statistics for online publications
- Statistical reports
- Citations for online and printed publications
- Awards and grants
- Speaking invitations
- Visitor scholar invitations
- Peer evaluation of library instruction, programs, projects, and library services
- Communication from faculty or students that includes evaluative statements of library services provided by a candidate
- Teaching awards
- Other recognition of excellence in librarianship

3.1.3 Scholarship of Research and Creative Activity

Scholarship of Research and Creative Activity encompasses a wide range of activities that serve to lay the foundation for or advance knowledge in a particular discipline. Research scholarship in librarianship may be theoretical or applied. With the implementation of the UniScope Scholarship model, the University Libraries' goal is to support faculty in recognizing quality research and creative activity in both traditional and emerging forms.

The scholarship of research and creative activity is documented through a portfolio of quality accomplishments. Each faculty member will be expected to show the relevance of his or her scholarship to his or her professional effectiveness.

Evidence of individual capacity for quality scholarship of research and creative activity is essential for making a successful case for tenure and promotion. As librarians often work collaboratively on research projects, sole authorship is not required to demonstrate individual capacity. However, there must be clear evidence that the candidate played a significant role in jointly produced scholarship to achieve the highest possible recognition for the scholarly contribution. A candidate must indicate the percentage and describe the extent of his/her contribution for each joint publication, presentation, or project in the tenure and promotion statement. A candidate's scholarly research activities will be evaluated on the basis of quality, significance, usefulness, and creativity of the work.

Tenure and promotion decision will be based on the quality of a candidate's portfolio that reflects her/his research interests. While publication of articles in refereed journals is highly valued and expected, the other established platforms of presentation of research, scholarly, and creative activity are recognized as well.

A candidate's statement should clearly state if a work is in progress or has been submitted, accepted, or published. Published and available works carry greater weight than works in progress or submitted for publication although both types of activities reflect a positive ongoing commitment to scholarship and should be documented. Works accepted for publication clearly indicate a realized scholarly contribution and are given the same consideration as similar published works.

Examples of Scholarship of Research and Creative Activity can include but is not limited to (see also Appendix R. UniScope Examples for Librarians)

- Research grants
- Patents, major design
- Presentations of scholarship
- Presentation at academic and professional conferences
- Workshop presentations
- Poster sessions
- Panel sessions
- Publications
    - Refereed articles in international, national, and regional journals ("An article counts as "refereed" when it has been reviewed and evaluated before publication by scholars or experts in the research topic of the manuscript." WSU Policies and Procedures Manual, Ch. 4.24
    - Articles in university publications and other state or locally supported and circulated journals
    - Invited articles

- o Articles in trade journals, magazines, professional newsletters and other publications
- o Books published
- o Monographs, bulletins, and chapters in books
- o Publications in conference proceedings
- o Book reviews and Abstracts
- o Reports published by others (e.g. Federal agencies, trade associations)
- Creative Activity Information
  - o Exhibits personally curated
  - o Media developed (slides, tapes, films, etc.)
  - o Other creative activity (provide documentation)
- Work in progress
- Other research (provide documentation)

Evidence of Scholarship of Research and Creative Activity: Supportive Documentation can include but is not limited to
- Copies of the published work, e.g. journal article, book chapter, conference paper, book review, etc.
- Copies of the text or detailed outline of papers presented at conferences
- Copies or photos of poster presentations
- Printouts from digital projects, web exhibits, etc., with the URL clearly indicated
- Copies of letters of invitation to present at a conference, submit a journal article, write a book review, etc.
- Copies of software or applications created

Evaluation of Scholarship of Research and Creative Activity includes but is not limited to

- Published reviews of research, scholarly and creative activity (e.g. book review; exhibit review)
- External peer review of research required in Tenure and Promotion process
- Citations and other metrics of research impact
- Alternative assessment metrics, such as statistics of view and downloads of digital scholarship; research data upload; shared citations; posts in social media; mention in presentation; other research impact metrics
- Communication from peers that includes evaluative statements of a candidate's research
- Other evidence of excellence in scholarship of research (see **Appendix R. UniScope Examples for Librarians**)

3.1.4 **Scholarship of Service**

Scholarship of Service to the profession through contributions to local, regional and national library associations is important to the enhancement of library effectiveness and contributes to the improvement of librarianship. Service to the University and University Libraries is essential for the advancement of university and library programs and services. Service to the community in a professional capacity is a valuable contribution to the fulfillment of the University's mission. In all levels of service, the main criterion is the value of the individual faculty member's contribution to the service activity.

Examples of the variety of service activities that may be considered:

Service to the Profession

- Member of a professional association committee
- Officer or committee chairperson in a professional association
- Special assignment for a professional association
- Activities that support the profession such as serving as an external reviewer, on a state-wide task force, or consulting with other professionals

Service to the University and the University Libraries

- Member of a library or university standing or ad hoc committee
- Special projects that improve the effectiveness of the University or University Libraries

Service to the Community

- Member of a board, commission or committee
- Professionally related activities that enhance the image of the University or University Libraries

Examples of evidence that could be incorporated into the secondary dossier:

- Appointment forms
- Description of committee work and accomplishments
- Copies of reports or documents produced by a committee
- Letters from committee members or chair
- Communication from community organizations and/or members that includes evaluation statements of a candidate's service activity
- Other relevant evidence (see also **Appendix R. UniScope Examples for Librarians**)

3.1.5 <u>Faculty Promotion: Definition of Ranks</u>

As a University Libraries faculty member seeks progressively higher academic rank, evidence of continuous professional growth and high standards of leadership will be expected. It is to be emphasized that consideration for promotion to Associate Professor will include an assessment of past performance and potential for future professional growth. Consideration for promotion to Professor will be based on a solid record of proven professional accomplishment, demonstrated scholarship, and demonstrated leadership. Generally, a faculty member should not expect to be considered for promotion with less than six years in rank.

The University Libraries follows the WSU policies for the awarding of tenure that require the judgments of all faculty committees in tenure decisions to be based on the academic credentials, qualifications, and merits of the candidate.

<u>Assistant Professor</u>

The rank of Assistant Professor requires a master's degree from an ALA-accredited program and demonstrated adequacy in librarianship; potential for achievement in research, scholarship, or creative activity; and some University service appropriate to the mission of the University Libraries and University.

In the case of both mandatory and non-mandatory reviews for tenure and promotion to Associate Professor, candidates must meet the criteria for tenure and promotion as established in University policy **4.21 / Tenure and Promotion – Guidelines and Criteria. "**A favorable recommendation for tenure automatically carries a favorable recommendation for promotion to Associate Professor."

<u>Associate Professor</u>

The rank of Associate Professor requires a master's degree from an ALA-accredited program; demonstrated excellence in librarianship and relevant professional experience; a record of scholarship, which must include refereed publications at the regional or national level; and service to the University Libraries, the University, and to the profession.

<u>Full Professor</u>

The rank of Professor requires a master's degree from an ALA-accredited program; demonstrated sustained excellence in librarianship and extensive professional experience; a record of substantial refereed publications, as well as other appropriate scholarship, which has led to professional recognition at the national or international level; and demonstrated academic leadership in the form of sustained service to the University Libraries, University and the profession.

3.1.6 <u>Promotion of Non-tenured Faculty Librarians</u>

Non-tenure track temporary librarian faculty have responsibilities in librarianship and service as defined by the department. There is no research expectation for non-tenure track faculty.

Eligible for promotion non-tenure track temporary librarians can apply for promotion to the next level of advancement after working in their position no less than six years (see **PPM Ch. 4.27)** . For each level of promotion, successively higher levels of achievement are expected.

> Assistant Teaching Professor expected to demonstrate adequacy in librarianship and some University service, as defined in the role statement, appropriate to the mission of University Libraries.

> Associate Teaching Professor expected to have documented evidence of effectiveness in librarianship; and some professional or University service, as defined in the role statement.

> Teaching Professor expected to provide evidence of sustained effectiveness in librarianship; and demonstrated academic leadership in the form of service, as defined in the role statement, to the University and the profession.

A non-tenure track temporary librarian may nominate himself or herself for review for promotion or incentive review after five years of service in the current level. The review takes place during the sixth year. Nominations may also be made by the chairperson.

The process of review for promotion or incentive involves the following steps: nomination for review; reviews conducted by Primary Evaluator, University Libraries Tenure and Promotion Committee, and the Dean, following reviews by University Tenure and Promotion Committee and the Provost who make recommendation to the President for the final review and decision. Unfavorable recommendations on college level can be appealed following the University's established procedures described in **PPM Ch. 4.29.**

The candidate will present primary and secondary dossiers according to current procedure established by University Libraries and University Tenure and Promotion Committee, and Academic Affairs. External letters of review are not required. The primary dossier may be no more than 15 pages.

The University Policy requires the Non-tenure track Faculty Promotion Committee to have at least three members and will consist of at least one voting non-tenure track faculty member, and at least one voting tenured faculty member (see **PPM Ch.4.29**)

A candidate may make only one appeal during the entire review process. The appeal is made to the next higher level. No hearing is provided, and the appeal must be written. Appeal follows the University established procedure.

Non-tenure track faculty librarians holding level of Teaching Professor for six (6) years are eligible for incentive review. see the University's policy **Ch.4.30 / Teaching Professor Incentive Review Program** for details.

3.2   Tenure and Promotion Review Procedures

3.2.1 <u>University Libraries Tenure and Promotion Calendar</u> (*Modified to reflect the absence of a Departmental Committee)*

University Libraries Tenure and Promotion Calendar is based on the University's Tenure, Promotion, Professor Incentive Review and Post-Tenure Review Calendar (see **PPM Ch.4.22**). University Libraries can make some adjustments to the calendar since it does not need to allow time for a Departmental Committee review. The University Libraries Dean's Office will notify faculty of the adjustments to the calendar for the upcoming year as soon as the annual University Tenure and Promotion calendar is distributed by the Office of Academic Affairs.

Within two months after appointment, a faculty member will receive a letter from the Dean of University Libraries indicating the year the faculty member will stand for tenure, as well as the date of the third year review.

See the University Libraries "generic" Tenure and Promotion Calendar in **Appendix F**

3.2.2 <u>Pre-Tenure Third-Year Review</u>

In addition to an annual evaluation, a pre-tenure review will be required for probationary faculty in their third probationary year. The purpose of the pre-tenure review is to provide faculty with an assessment of their progress towards tenure and promotion. The pre-tenure review is an appraisal that identifies strengths, areas of concern, if any, and offers suggestions about how best to focus efforts in the remaining years before the tenure decision. For a faculty member whose record of scholarship,

teaching, and service is strong, the pre-tenure review will indicate that s/he is on the right track. For one whose record is insufficient in particular areas, it will provide an early warning with suggestions about how to refocus efforts. When progress toward tenure is notably deficient, the pre-tenure review will alert the faculty member to serious concerns about the lack of sufficient progress. The review is to be constructive and advisory. The pre-tenure review is an additional, separate review for University Libraries faculty, and is not a part of the University's formal tenure and promotion process.

All pre-tenure reviews will be conducted after three years of employment. The new faculty member will be notified of the date of the third year review in writing by the Dean within two months of appointment. This notification will be copied to the Primary Evaluator and chair of the University Libraries Tenure and Promotion Committee. Normally this review will occur in the fall of the candidate's fourth year (see **Appendix F. University Libraries Tenure and Promotion Calendar).** It is desirable for a faculty member to have two years between the Pre-Tenure Review and submission of the tenure dossier, so that adequate time is available to address any concerns raised during the review. Faculty who enter with one year of credit toward tenure are in their "third year" in their second year of employment, and people who enter with two years of credit toward tenure are in their "third year" in their first year of employment. Those who enter with tenure or with more than two years of credit toward tenure are exempt from the third year review.

University Libraries faculty must use the University's official tenure and promotion file format for the Pre-Tenure Review. The outline can be found at **Appendix H**. The form includes the faculty member's vita, and sections for describing accomplishments during the first three years of employment. In the *Candidate's Statement* section, the faculty member should provide a narrative of accomplishments to date; the narrative is limited to five pages. The rest of the form should be filled out just as one would for Tenure and Promotion consideration. Copies of all FAR's and annual evaluations to date should also be included. A secondary file that provides documentation such as copies of publications, appointments, etc. from the first three years of employment should also be prepared. Letters from external reviewers are not solicited during a third-year review. All primary documentation will be retained in the faculty member's personnel file. The supplemental materials will be returned to the candidate after the completion of the pre-tenure review process.

The Primary Evaluator, University Libraries Tenure and Promotion Committee, and the Dean of University Libraries will review each faculty member's materials and will provide written feedback about the candidate's progress towards tenure during the pre-tenure third review. The Primary Evaluator, University Libraries Tenure & Promotion Committee and Dean of University Libraries will indicate whether the

candidate is making *Sufficient Progress* or *Needs Improvement*. See **Appendix G. Pre-tenure 3ʳᵈ year Calendar and Review form.**

The Dean of University Libraries will make available copies of each faculty member's primary dossier to all members of the University Libraries Tenure and Promotion Committee, and will indicate the location of the secondary dossiers. These materials will be available for at least five working days prior to deliberation. The University Libraries Tenure and Promotion Committee will meet to discuss and vote on third year review cases. Ballots must be marked as "Sufficient Progress" or "Needs Improvement." Abstentions will be recorded only if a faculty member declares a conflict of interest prior to the vote; the faculty member's Primary Evaluator must declare a conflict of interest. Following the discussion and vote, the University Libraries Tenure and Promotion Committee will write feedback addressing the candidate's progress including recommendations for continued progress in librarianship, scholarship, and service. The written feedback will also include the results of the Committee's vote.

The pre-tenure review process will be conducted according to the University Libraries Tenure and Promotion Calendar, and the evaluators will consider all Pre-Tenure Reviews immediately after completing any Tenure and Promotion reviews for the year.

The faculty member will have the opportunity to respond in writing to the review, and to meet in person with evaluators (the Primary Evaluator, the University Libraries Tenure and Promotion Committee, and the Dean of University Libraries).

3.2.3 Procedural Steps in Tenure and Promotion Review

If the Tenure and Promotion Guidelines in effect at the time of initial appointment differ from those in place at the time a tenure case comes forward for consideration, the current guidelines can be used in place of the earlier guidelines only if both the candidate and the Primary Evaluator agree. Once the agreement is made, it should be put into writing and filed in the faculty member's personnel file located in the University Libraries Dean's Office. When new University Libraries Tenure and Promotion guidelines are put into effect, all probationary faculty will be notified by the University Libraries Dean's Office they will stand for tenure and/or promotion consideration under the guidelines that were in effect when they were hired, unless they complete an agreement with their Primary Evaluator to move forward under the new guidelines.

Any faculty member may nominate himself or herself for review for tenure and promotion. Nominations may also be made by the Primary Evaluator. For faculty members with probationary appointments, review for tenure must occur during or before the year prior to the last year of the probationary period, which is typically the

sixth year. In extreme circumstances, the faculty member may request an extension. No review for tenure will occur during the last year of a faculty member's probationary period.

The process of review for tenure and promotion involves these steps:

1. Nomination for review.

2. Review of nominees by the Primary Evaluator. If there is a negative vote from the Primary Evaluator, the case goes forward without prejudice to the next level.

3. College review by the University Libraries Tenure and Promotion Committee, and by the Dean of University Libraries. In cases where the Committee recommendation differs from the Dean of University Libraries recommendation, the case will go forward to the next higher level without prejudice, and the transmittal will not constitute an appeal.

4. In favorable or appealed cases, university-level review of University Libraries nominations by the University Tenure and Promotion Committee and the Provost.

5. In favorable or appealed cases, review of recommendations by the President of the University for final decision.

6. A candidate may make only one appeal during the entire review process. The appeal is made to the next higher level. (see **PPM Ch.4.24**).

3.2.4 <u>Nomination for Review for Tenure and Promotion</u>

1. The Dean of University Libraries will notify the Primary Evaluator in each unit of the deadline for nominations for tenure, and the Primary Evaluator will write to all full-time faculty members of the unit to tell them that nominations of persons to be reviewed that year for tenure and/or promotion must be given to the Primary Evaluator by a specified date. The Primary Evaluator must nominate all faculty whose tenure review is mandatory for that year. All others may be nominated by the Primary Evaluator or by the faculty member himself or herself.

2. The Primary Evaluator will send copies of the list resulting from Step 1 to all fulltime faculty in his/her unit, and specify a second date by which any additional nominations must be provided in writing to the Primary Evaluator.

3. The Primary Evaluator will confer individually with all nominated faculty members and provide information about the University Libraries criteria, and university criteria for tenure and promotion.

4. Except for those whose review for tenure is mandatory, faculty who have been nominated must inform the Primary Evaluator in writing by a date specified by the Primary Evaluator (which will be no sooner than two days after their conference) of the faculty member's decision to remain in nomination or to withdraw.

5. The final list of those nominated will be sent to the Dean of University Libraries and to all members of the University Libraries Tenure and Promotion Committee. Each person on the list will be notified in writing by the Dean of University Libraries that s/he is officially a candidate for promotion and/or tenure by the first Friday in April (scroll to the 2nd part of **Appendix F** titled "Subsequent Academic Year University Libraries Faculty Tenure, Promotion and Professor Incentive Review (PIR) Calendar". In addition, the Dean of University Libraries will inform the candidate of the criteria for tenure and/or promotion and will instruct the candidate to give his/her supporting materials to the Dean of University Libraries by a specified date.

3.2.5 Use of External Evaluation

The use of external reviews is required in all promotion and tenure reviews to demonstrate earned recognition in professional circles. External reviews are not part of the Professor Incentive Review process. The University Libraries Dean's Office will coordinate the process for obtaining the reviews in accordance with the procedures described below. The process for obtaining external reviews will start no later than the first week of June.

- The candidate will give the Primary Evaluator the names and addresses of five potential external reviewers, a set of reprints or copies of work that the candidate believes best represent his/her research, scholarship, or creative work, and a complete bibliography, and a brief position description that clearly delineates the candidate's research, scholarship, or creative work. The candidate will submit no more than six works for review. Any material that the candidate wishes to have returned should be so marked.

- External reviewers should be distinguished scholars or recognized authorities in their fields capable of providing an unbiased professional assessment of the quality of the candidate's work. An external reviewer cannot have been a coauthor, research collaborator, or former supervisor of the candidate within the past seven years.

- The Primary Evaluator will forward to the Dean of University Libraries information provided by the candidate along with five additional names and addresses of potential external reviewers. The Primary Evaluator may seek the counsel of the candidate in developing this list. The Primary Evaluator will forward the names of the additional reviewers to the candidate. For cause, the candidate may challenge to the Dean of University Libraries the names selected by the Primary Evaluator.

- The Dean of University Libraries will draw by lot three reviewers from each list of names supplied. The potential reviewers will be asked to accept or decline within a week of receiving an invitation to serve as external reviewers for the candidate. If three or fewer reviewers agree to serve, the Dean of University Libraries will request additional names from the Primary Evaluator and candidate according to the process described above. The exact number of additional names will be agreed upon by the Dean of University Libraries and Primary Evaluator on a case by case basis.

- Once a reviewer replies in the affirmative to the initial invitation, the Dean of University Libraries will send to the reviewer a letter requesting a professional opinion of the quality of the candidate's scholarly work along with the materials supplied by the candidate. The Dean of University Libraries will ask reviewers to comment on 1) the originality and creativity displayed in the candidate's research, scholarship, or creative work, and 2) the significance of the work and its impact on the field. Reviewers will be specifically instructed not to remark on the promotability or tenurability of candidates. The same questions will be asked of all reviewers. Each reviewer will also be asked to submit his/her resume or summary of academic credentials as well as a statement specifying if or how the reviewer knows the candidate.

- Reviewers are given six weeks to submit a review of the candidate with a reminder sent at seven weeks if the review is not received within the deadline. If fewer than three responses are obtained within a reasonable time, the Dean of University Libraries will send additional requests for reviews to other persons named on the original lists, in rotating order from both lists.

- Copies of the reviews will be made available to the Primary Evaluator and the candidate upon receipt by the Dean of University Libraries. The reviews will identify the reviewers. The University Libraries Dean's Office will add the reviews to the candidate's primary dossier. The Primary Evaluator, in consultation with the candidate, will place in the primary dossier a brief summary of the reviewers' academic credentials. Candidates are permitted to place in the primary dossier comments on or rebuttals to the letters provided by reviewers.

- Reviews and rebuttals to the external reviews can be added to the candidate's primary dossier up until the time that the University Libraries Tenure and Promotion Committee begins its deliberations on the candidate.

3.2.6 <u>Department Level Review for Tenure and Promotion</u>

University Libraries does not constitute departmental committees. Due to the size of most library units, the University Libraries tenure, promotion and evaluation process has traditionally functioned as a college rather than individual departments. Tenure cases and/or promotion cases will be reviewed by the Primary Evaluator.

The candidate will present a primary dossier to the Primary Evaluator and to the University Libraries Dean's Office. The candidate will also prepare a secondary dossier, which is presented to the University Libraries Dean's Office. Only material contained in the primary and secondary dossiers and additional materials appropriately obtained and added to the dossiers may be used by the evaluators at each level.

<u>Primary Dossier</u>

The primary dossier consists of the basic document, the required cover sheet that records each step of the review process, copies of the annual reviews (and rebuttals, if filed) for untenured faculty, the Primary Evaluator's non-evaluative role statement, annual evaluative statements by the Dean of University Libraries, University Libraries Tenure and Promotion Committee and Primary Evaluator at each level of review, rebuttals (if any are filed), external reviews (and rebuttals, if filed) and items added during the review process.

The primary dossier will follow the standard format recommended by the University Tenure and Promotion Committee and approved by the Faculty Senate. Deviations from the established format should be clearly explained. The basic document may be no more than 25 pages. The outline for the primary dossier can be found at:

https://www.wichita.edu/academics/academic_affairs/PVPAARForms/tenurepromotion.php
(see **Appendix H**)

The Primary Evaluator will provide a statement of the role of the candidate in the unit that is purely descriptive and not evaluative. If the candidate's role involves a weighted distribution of responsibility among the three categories of professional activity, that should be indicated in the role statement.

The candidate is responsible for placing copies of the annual Faculty Activity Records in the primary dossier. Copies of the FAR are maintained in the University Libraries Dean's Office and a candidate may request copies.

The annual evaluative statements written by the Dean of University Libraries, Primary Evaluator, and the University Libraries Tenure and Promotion Committee will be added to the primary dossier by the University Libraries Dean's Office.

The University Libraries Dean's Office will make copies of the primary dossier available for members of the University Tenure and Promotion Committee, as well as librarians holding tenure and academic rank at the assistant professor level or higher, and will forward the original dossier, along with the original secondary dossier, to the Office of Academic Affairs at the appropriate time.

Secondary Dossier

The secondary dossier consists of such additional materials as the candidate wishes to submit. Examples might include, but are not limited to, copies of publications or other evidence of scholarship, copies of letters of support, etc. The candidate may add items to the secondary dossier during the review process (see calendar in **Appendix F**). Should documentation significant to the faculty member's case arrive after the deadline for adding materials to the secondary dossier, the candidate will notify the Dean of University Libraries and the Chair of the University Libraries Tenure and Promotion Committee who will add the material to the dossier. The Chair of the University Libraries Tenure and Promotion Committee will bring the additional material to the attention of the next higher committee.

As the review proceeds through the various levels, the primary dossier and the secondary dossier will be in the custody of Office of Dean of University Libraries. Items may be added to the primary dossier by the Dean of University Libraries, but the University Libraries Dean's Office must give the candidate a copy of the additions and provide the candidate an opportunity to write a rebuttal that will also be included in the primary dossier.

The complete files of all faculty members under review must be available for a reasonable time (at least five working days) to all reviewers.

The limitation of voting to persons of equal or higher rank does not apply to votes cast by the Primary Evaluator.

Primary Evaluators do not participate in their own evaluations or in evaluations of faculty when the Primary Evaluator has a conflict of interest. Such cases automatically go forward without prejudice for review at the next level.

The results of the Primary Evaluator's recommendation will be sent to the Dean of University Libraries. The Primary Evaluator will provide a written evaluation to accompany his/her recommendation for each case. These statements will be included in the primary dossier. The candidate will be provided an opportunity to review these statements and to file a written rebuttal in the primary dossier.

The Dean of University Libraries will inform each candidate in writing of the Primary Evaluator's recommendation, the right to appeal, and the procedures for appeal. The Dean of University Libraries will also notify the candidate that s/he may request meetings with the Primary Evaluator, at the candidate's option, to discuss the decision.

3.2.7 College Level (University Libraries) Review for Tenure and Promotion

The Dean of University Libraries will make available copies of each faculty member's primary dossier to tenured members of the University Libraries holding academic rank at the assistant professor level or higher, and will indicate the location of the secondary dossiers. These materials will be available for at least five working days prior to deliberation.

The Chair of the University Libraries Tenure and Promotion Committee will meet with the Dean of University Libraries to receive information about the schedule of meetings and about any administrative matters related to the cases to be reviewed. The Dean of University Libraries may also request other meetings with the University Libraries Tenure and Promotion Committee.

The University Libraries Tenure and Promotion Committee will discuss and vote on candidates' applications. Each candidate is not present at this meeting. The members of the Committee review candidates for tenure and promotion according to policies and procedures adopted by the University Libraries as described in Chapters 2 and 3 of this document, and in the Tenure, Promotion, and Appeals Procedures outlined in the **PPM Ch.4**. All deliberations are confidential.

During the University Libraries Tenure and Promotion deliberations, additional materials from the candidate's personnel files in the University Libraries Dean's Office may be consulted. These files are confidential, used only in the designated University Libraries Tenure and Promotion Committee meeting room, and returned in their

original condition and order. Any additional requests for information will be made in writing by the University Libraries Tenure and Promotion Committee Chair through the University Libraries Dean's Office. Consistent with University Libraries procedures, the Dean of University Libraries must provide the candidate a copy of the material and allow the candidate to write a rebuttal.

The University Libraries Tenure and Promotion Committee will vote on the tenure case. A straw vote will be taken before the final vote to inform the committee members whether further discussion needs to take place before the final vote is cast. The final vote will be cast by secret ballot, and will be based on a simple majority vote. If a tie vote should occur, the case will go forward without prejudice. Ballots must be marked as "Recommend," "Deny," or "Abstain." All tenured faculty must vote with the exception of the Dean of University Libraries and Assistant/Associate Deans. Faculty members physically absent during the time of the vote should be listed as unavailable. The Chair of the University Libraries Tenure and Promotion Committee is responsible to obtain a vote or explain the circumstances for each faculty listed as unavailable. In absentia votes must be noted. Abstentions will not be registered except when a faculty member declares s/he has a conflict of interest concerning a case; the candidate's Primary Evaluator must declare a conflict of interest. The Chair of the University Libraries Tenure and Promotion Committee and one other faculty member tabulate the voting results, record the final count, and announce the majority decision to the tenured members and Primary Evaluator. The ballots for each candidate will be placed in an envelope which will be sealed, labeled with the candidate's name, the date, results of the vote, and submitted to the Dean of University Libraries.

The University Libraries Tenure and Promotion Committee will write a recommendation based on the committee's discussion and vote. The recommendation will address the candidate's achievements in librarianship, scholarship, and service. The University Libraries Tenure and Promotion Committee vote shall be recorded on the College recommendation cover sheet. This statement will become part of the candidate's primary dossier, and the University Libraries Tenure and Promotion Committee will forward the results of the vote to the Dean of University Libraries.

The Dean of University Libraries will provide a separate recommendation and a written evaluation for each case following receipt of the University Libraries Tenure and Promotion Committee recommendations.

The University Libraries Tenure and Promotion Committee's votes and recommendation statement, and the Dean of University Libraries separate recommendations will be sent by the Dean of University Libraries to the Provost. These statements will be included in the primary dossier. The candidate will be

provided an opportunity to review these statements and to file a written rebuttal in the primary dossier.

In cases where the University Libraries Tenure and Promotion Committee's recommendation differs from that of the Dean of University Libraries, the case will go forward to the next higher level without prejudice, and the transmittal will not constitute an appeal. The Dean of University Libraries will send forward the primary and secondary dossiers. In cases where the recommendation of the University Libraries Tenure and Promotion Committee and the Dean of University Libraries are both negative, the candidate has the right to withdraw their tenure application or appeal to the University level.

The Dean of University Libraries will notify each candidate in writing of the University Libraries Tenure and Promotion Committee's recommendation, the Dean of University Libraries recommendation, the right to withdraw, the right to appeal, if any, and the procedures for appeal. The Dean of University Libraries will also notify the candidate that s/he may request in writing meetings with the Dean of University Libraries and/or the Chair of the University Libraries Tenure and Promotion Committee, at the candidate's option, to discuss the recommendation.

3.2.8 University Committee Procedures

In the process of reviewing tenure and promotion cases according to its charge, the University Tenure and Promotion Committee applies the respective college guidelines as approved by the University Libraries Faculty, the University Libraries Tenure and Promotion Committee, and the University Tenure and Promotion Committee. It is important to emphasize that these guidelines are not rigid rules. The University Tenure and Promotion Committee reviews the college guidelines every three years (see 3.1.1 section of this document.)

3.2.9 Presidential Review of Nominees for Tenure and Promotion

The laws of the State of Kansas provide that, subject to the Kansas Board of Regents, the President shall appoint employees and administer the affairs of Wichita State University. In matters of tenure and promotion, the President has delegated the authority to make recommendations to certain faculty committees and administrators. However, the President retains the authority to make the final decision on the tenure and promotion of faculty members.

A person dissatisfied with committee or administrator recommendations concerning his/her tenure or promotion may, after exhausting the procedures and appeals in the

tenure and promotion review process, petition the President of Wichita State University for a favorable decision on tenure and/or promotion.

3.2.10 Appeal of Decisions Related to Tenure and Promotion

A candidate may make only one appeal during the entire review process. The appeal is made to the next higher level. No hearing is provided, and the appeal must be written. Some typical reasons for appeal are violation of academic freedom, failure to follow procedures concerning time periods or committee operations, inadequate consideration, discrimination, etc.

The committee to which the appeal is made will give full consideration without prejudice to the case in that the committee will review it in the same manner as favorably recommended cases and will apply similar standards.

3.2.11 Confidentiality

All deliberations are confidential. However, confidentiality cannot be guaranteed if the case goes to litigation.

3.2.12 Precedence of University Procedures

If Department and College tenure and/or promotion procedures differ from those of the University, then University procedures will take precedence.

3.2.13 Signature Sheets for Tenure and Promotion

The policy of the University shall be to require that all tenure and promotion documents use a uniform cover sheet style. These signature form cover sheets should be attached to the front of the primary document and should not be considered a part of the 25 page limit of the primary dossier. Sample cover sheets are available from the University Libraries Dean's Office, Office of Academic Affairs, and on the Faculty Senate Web site (https://www.wichita.edu/academics/facultysenate/PoliciesForms/PoliciesAndFormsIndex.php). See also Appendices: **J. College level T&P Cover**; **K. College level Promotion Cover**, and **L. College Committee PIR form**.
The Dean's Administrative Assistant will prepare the cover sheets for the candidate.

At the departmental and college/school/library levels, the candidate should sign after the action at each level indicating that s/he has seen all materials that have been forwarded to the committee for consideration. This signature will not constitute agreement with the action at that level, but will merely indicate that the candidate has seen the materials.

3.3 University Libraries Tenure and Promotion Committee

3.3.1 <u>Composition</u>

The University Libraries Tenure and Promotion Committee is comprised of tenured faculty librarians [2] and operates at the college level. Members do not represent individual units. All tenured faculty (with the exception of the Dean and Associate\Assistant Deans) are the members on the Committee. There are no elections and no limit on the size of the Committee. A new member joins the University Libraries Tenure and Promotion Committee in the first fall meeting of the University Libraries Tenure and Promotion Committee after s/he receives the award of tenure.

If there are not at least three tenured faculty members in the University Libraries to review candidates for tenure, outside tenured faculty from Wichita State University will be invited by the Chair of the University Libraries Tenure and Promotion Committee, in consultation with the University Libraries Tenure and Promotion Committee, the Dean of University Libraries, and the candidate.

3.3.2 <u>Charges</u>

1. The University Libraries Tenure and Promotion Committee (the Committee) serves in an advisory capacity to the Dean assisting in evaluation of faculty for tenure and promotion and in matters related to tenure and promotion.

2. The Committee is responsible for developing, reviewing and revising the University Libraries criteria, policies and procedures for tenure and promotion, annual review, and other matters related to faculty members tenure and promotion.

3. The Committee drafts, organizes, review and revises the University Libraries Faculty Handbook and other guidelines and documentation; presents these guidelines to faculty members for voting and for the Dean's approval.

4. The Committee members familiarize themselves with the University's policies and tenure and promotion and ensure the University Libraries compliance with these policies.

5. The Committee reviews primary and supplemental dossiers of provisional faculty applied for tenure and promotion and for pre-tenure third year review. The Committee also reviews FARs and supplemental files submitted by provisional,

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[2] Composition of the University Libraries Tenure and Promotion Committee membership was approved by faculty votes in May 17, 2019. The results of voting have been announced during Library Faculty Meeting with the Dean on Monday, May 20, 2019.

tenured (see paragraph 6 below), and non-tenured track faculty for annual performance evaluation. In all these reviews, the Committee follows procedural and substantive guidelines outlined by the University Libraries Tenure and Promotion and the University Tenure and Promotion policies and procedures. The Committee members discuss faculty progress, voting by secret ballots, and writing a review letter. Straw votes may be taken if needed.

6.   All library faculty members decide every three years if the University Libraries Tenure and Promotion Committee need to review FAR and supplemental files of tenured faculty. The Committee review / not review tenured faculty FARs by the results of voting. The Committee review cases of tenured faculty going for promotion to Professor or for Professor Incentive Review.

Primary Evaluators review performance of tenured faculty annually.

3.3.3. Chair of University Libraries Tenure and Promotion Committee

Members of the University Libraries Tenure and Promotion Committee select the Committee Chair during the first fall meeting, normally on 4th Friday of August. Chair serves a two year term. Absent extenuating circumstances, no faculty member shall serve as chair of the University Libraries Tenure and Promotion Committee for more than two consecutive years.   The Chair of the University Libraries Tenure and Promotion Committee also serves as a member of the University Tenure and Promotion Committee, which convenes in January of each year to review all University candidates for tenure and promotion. The Chair of the University Libraries Tenure and Promotion Committee role is to present each University Libraries candidate's dossier in the entirety of the case, highlighting the points that formed the basis of the University Libraries Tenure and Promotion Committee's decision on the case. At the end of the tenure review cycle, the Chair of the University Libraries Tenure and Promotion Committee will submit in writing to the Dean of University Libraries any observed problems and meet with the University Libraries Tenure and Promotion Committee to review any matters of concern raised by the University Tenure and Promotion Committee.

Occasionally, a conflict of interest may arise between faculty members standing for tenure and/or promotion and University Libraries Tenure and Promotion Committee members. Such conflicts might include: 1) a Primary Evaluator serving on the Committee during a year when a faculty member from that same unit comes up for tenure and/or promotion; or 2) a Committee member standing for promotion at the same time his/her primary reviewer is also standing for tenure and/or promotion. Committee members must declare conflicts of interest at the time tenure and promotion deliberations begin. In such cases, the Committee member abstains from participation and voting on that case.

3.3.4 <u>Miscellaneous Activities</u>

Members of the Committee may not write letters of support for tenure or promotion files. Up until a candidate submits a tenure and promotion file, Committee members may answer questions candidates have about constructing their dossiers. Tenured faculty may share their own tenure and promotion dossiers with candidates. However, the candidate is responsible for the proper content, placement of materials, and format of his/her dossier.

The University Libraries Tenure and Promotion Committee will offer workshops on the preparation of the Faculty Activity Record (FAR) and the pre-tenure third year review, as needed.

The Committee will review the University Libraries Faculty Handbook at the first faculty fall meeting each year to discuss changes or address questions that might have come up during the previous year. Any changes to university policies will be incorporated into the Faculty Handbook after this meeting by the University Libraries Dean's Office while changes related only to the University Libraries will be voted on by the University Libraries faculty following the faculty meeting. Those changes receiving a favorable vote and supported by the Dean of University Libraries will be added by the University Libraries Dean's Office to the Faculty Handbook within two weeks of the vote.

APPENDIX A
Evaluation Calendar
for the Previous Calendar Year Faculty Activities (sample)

JANUARY

Monday, Jan. 7	Last date for **faculty** to return FARs, proposed goals, and support materials to the Dean's Office shared networked digital folder.
	Distribution: Faculty will upload one copy of completed FAR, proposed goals, and supplemental material to the shared networked folder. Additionally, they will email FAR to the Primary Evaluators and the University Libraries Dean's Office.
Tuesday, Jan. 8	Dean's Office informed the University Libraries Tenure Committee that FAR's of **untenured and temporary** faculty are available for review.
Wednesday, Jan. 9 – Feb. 6	Primary evaluators complete evaluations and conferences with tenured, untenured, and temporary faculty to review results of evaluation and review/endorse goals.
Wednesday, Jan. 16	Deadline for requests to faculty for additional information from all evaluators.
Monday, Jan. 21	Deadline for evaluatees to respond to requests for additional information.
Friday, Jan. 25 Noon	Final date for **primary evaluators** to forward all signed evaluations for **untenured and temporary** faculty to the Dean. Faculty evaluation statements are incorporated into official review files for use by the Dean (Do not upload the evaluations to the shared digital folder.)
Monday, Jan. 28 5:00 p.m.	Dean's Office transfers signed evaluations for **untenured and temporary** faculty to Tenure and Promotion Committee.
Friday, Feb. 8 5:00 p.m.	Final date for **primary evaluators** to forward all signed evaluations for **tenured and non-tenure track faculty** to the Dean. Faculty evaluation statements are incorporated into official review files for use by the Dean.
Monday, Jan. 28 – Friday, Feb. 8	Evaluation conferences scheduled among the evaluators.

FEBRUARY

Friday, Feb. 1	Tenure and Promotion Committee evaluations for **first year probationary faculty [insert names]** due to Dean's Office by 5:00 p.m. (Do not upload the evaluations in the networked digital folder.)
Friday, Feb. 8	Tenure and Promotion Committee evaluations for **rest of tenure-track and non-tenured track faculty [insert names]** due to Dean's Office by 5:00 p.m.
Friday, Feb. 8**	Evaluations for first-year probationary faculty and provisional UP's due to Academic Affairs
Monday, Feb. 11 – Friday, Feb. 15	Following receipt of T&P Committee's statements, primary evaluators meet with each evaluatee to discuss results of annual review and recommended merit points if the merit process is in effect.
Monday, Feb. 18	All other administrative reviews due to Dean's Office
Wednesday, Feb. 20	*Dean's level of review for **faculty** completed*
Friday, Feb. 22**	Evaluations for regular **tenured, untenured, and temporary** faculty forwarded to the Office of Provost.
4th Friday of Sept. (two weeks after mandatory T&P review deadline)	Deadline for third year review dossiers to be submitted to primary evaluators.

**** Date set by Academic Affairs**

WICHITA STATE UNIVERSITY
UNIVERSITY LIBRARIES

FACULTY ACTIVITY RECORD for Calendar Year **XXXX** _____.
Instructions for Completion of Faculty Activity Record located at bottom of form.

Name:_____   Rank/Level:_____

Department:_____

Goals for XXXX Calendar Year

I. <u>TEACHING/LIBRARIANSHIP</u>: (Describe activities and indicate which ones relate to goals):

A. Library instruction/reference, collection development, information access, administration.

B. Outline contributions that improve library service or librarianship.

C. Faculty development activities (professional memberships, participation in workshops, conferences, being or working with a mentor, etc.)

D. Professional awards, honors, or other recognition of excellence in librarianship.
Faculty development activities (participation in workshops, conferences, being/having a mentor, etc.):

For activities listed above in subsections A, through C, classify any (or all, as the case may be) TEACHING/LIBRARIANSHIP activities into UniScope classification of (add rows as needed):

Topics (e.g. specific courses, workshops, badges , projects, programs, etc.)	UniScope dimensions			
	Discovery	Integration	Application	Education
Comments, remarks, etc.				

II. <u>RESEARCH/CREATIVE ACTIVITY</u>:

A. Books, articles, compositions, etc., that were published and or accepted for publication. List significant performances, exhibitions, productions directed, etc. If multiple authors or creators, list in order of the magnitude of their contributions.

<u>Title</u>	**<u>Publisher</u>**	**<u>Date</u>**	**Refereed, <u>Reviewed or</u> <u>Juried?</u>**

B. Unpublished presentations/reports (describe research/creative aspect of each presentation/report in title box):

<u>Title</u>	**<u>Place Disseminated</u>**	**<u>Date</u>**	**Commissioned, <u>Reviewed</u> <u>or Juried?</u>**

C. Research/creative project in progress (intended for dissemination/publication) and items submitted. (Use NA under publisher/place if work not yet submitted or deadline established):

Title	**Publisher**	**Date**	**Refereed, Reviewed or Juried?**

D. Applications submitted for grants, contracts, fellowships and leaves (indicate by P under Funded if decision pending):

Title	**Publisher**	**Date**	**Funded Y/N; $ Amount**

E. Consultancies, professional presentations/meetings. Paper/grant refereeing activity, contracted publication reviews, accreditation evaluator, adjudication etc.:

Title	**Publisher**	**Date**	**Remuneration Y/N**

F. Professional awards, honors, editorships (list teaching awards/honors in Section I):

Title	**Publisher**	**Date**	**Remuneration Y/N**

For activities listed above in subsections A through E, classify any (or all, as the case may be) RESEARCH/CREATIVE ACTIVITIES into UniScope classification of (add rows as needed):

Topics (e.g. details of books, projects, grants, consultancies, presentations, etc.)	UniScope dimensions			
	Discovery	Integration	Application	Education
Comments, remarks, etc.				

III. SERVICE:

A. Administrative (including graduate assistant supervision, etc.), committee activity, or other service within the University (organize by levels and designate; D for School/Dept.; C for College; U for University).

Committee of Activity	**Role**	**Date or _ongoing_**	**Rel time or Remuneration Y/N**

B. Community service, non-credit course taught, and special services to WSU:

Committee of Activity	**Role**	**Date or _ongoing_**	**Rel time or Remuneration Y/N**

C. Service to professional organizations, etc., if not cited in Category II:

Committee of Activity	Role	Date or *ongoing*	Rel time or Remuneration Y/N

For activities listed above in subsections A through C, classify any (or all, as the case may be) SERVICE activities into UniScope classification of (add rows as needed):

Topics (e.g. details of administrative, committee, community service, professional service activities, etc.)	UniScope dimensions			
	Discovery	Integration	Application	Education
Comments, remarks, etc.				

IV. <u>POSITIVE RISK-TAKING</u> [Optional]:

If some of the activities noted above in teaching/librarianship, research/creative activity, and service involved some element of risk-taking, acting experimentally outside the normal parameters, provide a brief narrative description of the risk(s) taken.

Describe the experimentation, outcome, and learning that took place. Explain how this activity involved risk-taking and what parties were affected by the activity. Include the beginning and ending dates of the experimentation and if there was compensation for the activity.

A. Developing unique applied learning or research experiences for students:

B. Pioneering interdisciplinary curricula with others.

C. Capitalizing on relevant trends that increase quality educational opportunities in a distinctive way:

D. Accelerating the discovery, creation, or transfer of new knowledge via inventions, innovations, or technologies that are market driven:

E. Empowering students to create a campus culture and experience that meets their changing needs:

F. Enhancing learning via the creation of a campus that reflects – in staff, faculty and students – the evolving diversity of society:

Faculty Activity Record Instructions

This format for the Faculty Activity Record has been provided to allow for adjustment of the form for the space needed in each category. Rows can be added to each table as needed by using the right mouse button-insert row option. Please refer to and complete all items listed on the outline and GIVE ONE COPY TO YOUR CHAIR.

INSTRUCTIONS FOR COMPLETING THE FACULTY ACTIVITY RECORD

GENERAL INFORMATION

The Faculty Activity record is prepared by the faculty member and submitted for use with the Faculty Evaluation Form at the department level.

The Faculty Activity Record is an annual update of professional activity during a <u>single calendar year</u>. Those employed at WSU for less than a calendar year should indicate the months employed at the top of the first page. Please enter complete name, official rank/title, and department at the top of the first page.

Some activities (e.g., consultantships and unpublished reports) can be classed as either librarianship, research or service. Select the most appropriate category and explain your choice.

Supporting documentation should be submitted with this form.

I. <u>LIBRARIANSHIP:</u>

    A. List activities broadly grouped as follows: library instruction/reference, collection development, information access, administration. (Choose areas that best fit your position.)

    B. Outline contributions to library improvement (e.g., new or improved services, restructuring, automation, or improved methodology)

    C. List WSU or off-campus faculty development activities.

    D. List special recognitions.

Provide details of activities aligned with UniScope classifications and add comments/remarks as applicable.

II. <u>RESEARCH/CREATIVE ACTIVITY</u> [Optional for Non-Tenure Track faculty]:

A. Indicate whether you are the sole author or, in the case of collaborations, list the authors in order of the importance of their contributions. List all works published or accepted for publication during the calendar year showing full title, publisher/publication, and date. Clearly indicate expected date for unpublished materials as well as whether refereed or not. Include only those publications/performances, which are considered scholarly contributions to your disciplinary area.

B. Indicate how unpublished reports were disseminated and how they advance librarianship/reference, collection development, information access, administration. Describe research component.

C. Indicate work in progress, including items submitted, If still in the research/preparation stage, write NA under the publisher/place to indicate work has <u>not</u> been submitted.

D. Indicate applications for grants, contracts, fellowships and leaves by title, sponsoring agency/organization, and date submitted. The amount under $ funded should be the amount <u>awarded</u>. If the application was not funded, enter NF under $ Funded.

E. Indicate consulting, professional presentations, meetings attended, and refereeing of papers/grants or creative activities during the year. Describe the activity, your role, the date the activity occurred and the amount, if any, or remuneration received for services.

F. List awards, memberships in professional associations and editorships of journals; include election to a leadership role in regional or national professional organizations.

Provide details of activities aligned with UniScope classifications and add comments/remarks as applicable.

III. <u>SERVICE:</u>

A. List all university administrative and committee assignments, noting department (**D**), college (**C**) or university (**U**) level. If released time and/or compensation was provided, indicate the number of released hours and/or amount of stipend associated with the activity.

B. List service to professional associations, consultancies not already included in section IIE above, refereeing/reviewing and evaluating

C. List service or community activities or special services to WSU (e.g. Assistance at alumni meetings or student recruiting.).

D. List reports that improve the Library and/or University.

Provide details of activities aligned with Unicode classifications and add comments/remarks as applicable.

Remember: the Faculty Activity Record is an account of your professional academic discipline-related activity during the calendar year. The Record should include only those activities related to your faculty assignment (for tenured faculty), to your performance in those areas reviewed for the award of tenure and promotion (for probationary faculty), or to fulfillment of role description/assignment (for unclassified professional and temporary faculty).

IV. <u>POSTIVE RISK-TAKING</u> [Optional]:

If some of the activities noted above in teaching/librarianship, research/creative activity, and service involved some element of risk-taking, acting experimentally outside the normal parameters, provide a brief narrative description of the risk(s) taken. Describe the experimentation, outcome, and learning that took place. Explain how this activity involved risk-taking and what parties were affected by the activity. Include the beginning and ending dates of the experimentation and if there was compensation for the activity.

V. <u>POST-TENURE REVIEW</u>:

Post-tenure reviews of all tenured faculty members shall be conducted at five-year intervals, with the first review to take place five years after tenure is awarded. The post-tenure review shall be based upon an evaluation of the materials submitted by the faculty member for the previous five annual Faculty Performance Evaluations. See *Policies and Procedures* 4.20

APPENDIX C
Evaluation and Signature Form for
Tenure Track Faculty and Non-Tenure Track Faculty for Calendar Year 2018

Name_____ Rank/Level_____ Department_____

Type of Appointment_____ Years in Current Status_____ Months_____ Hire Date_____

---

1. Tenure Track/Non-Tenure Track Faculty Evaluation Committee: *Attach an evaluative statement.*

Based on performance record, reappointment is:_____ Recommended   _____ Not Recommended
                                                                                    (Vote Count)   (Vote Count)

Signed:_____   _____
         Committee Chair   Date

---

2. Department Chair: *Attach an evaluative statement with specific reference to performance and check appropriate spaces below.*

Probationary Faculty   _____Reappointment recommended   _____Reappointment not recommended

Temporary Faculty   _____Reappointment recommended, contingent upon funding

                                  _____Reappointment not recommended

                                  _____Position terminates_____(date)

Unclassified Professionals   _____Reviewed

Tenured Faculty   _____Reviewed

	Teaching/Librarianship	Research/Creative Activity	Service	Overall
Meets expectations				
Does not meet expectations				
N/A				

Post-Tenure Review required?_____Yes_____No (If yes, choose only one performance outcome below)

Post-Tenure Review - Attach 5 years of Faculty Activity Records	Check One Outcome
Meets expectations	
Does not meet expectations 2 of past 4 yrs.	
Does not meet expectations 3 of past 5 yrs.	

Signature Form
Faculty Member: (Check items that apply below.)

_____I have discussed goals for the coming year with the chair, as attached to this evaluation.

_____I have read this evaluation and had the chance to discuss it with the department chair.

_____I have read this evaluation, had the opportunity to discuss it with the department chair, and I have ATTACHED A WRITTEN RESPONSE.

Signed_____   _____
         Faculty member

Date
Signed_____   _____
         Chair   Date

Dean: _____I concur with this evaluation.   _____I have attached comments.

Signed_____   _____
         Dean   Date

Provost and Senior Vice President: _____I concur with this evaluation.   _____I have attached comments.

Signed_____   _____
         Provost and Senior Vice President   56   Date

APPENDIX D
University Libraries Tenure & Promotion Committee
Annual Review Letter Template

Background

Librarianship
  Comments

     Recommendations:

  Research
  Comments

     Recommendations:

  Service
  Comments

     Recommendations:

  Summary
   Comments

     Recommendations:

_____   _____

Chair of University Libraries Tenure & Promotion Committee   Date

Appendix E
Merit Point Assignment Form

Merit Point Scores for Calendar Year YYYY

Name	Librarianship (0-35 pts.)	Research (0-5 pts.)	Service (0-5 pts)	Goal Accomplishment (0-5 pts)	Total

Score Range   Merit Level Recommendation
0-27   None
28-33   Below average
34-39   Average
40-45   Above average
46-50   High

APPENDIX F

The University Libraries Tenure and Promotion Calendar

The University's Annual Tenure and Promotion Calendar is based on the WSU Policies and Procedures Ch.4.22 "generic calendar." This University Libraries "generic calendar" is following the Ch.4.22 policy with a few variations related to absence of the departmental level committee in the library.

September		
2nd Friday	Deadline for candidate to submit dossier and supporting documentation to the Office of the Provost electronic folder/system	Deadline set by the WSU policy
2nd Friday	Deadline for Office of the Dean to notify Primary Evaluators that eligible faculty tenure and/or promotion files are available for review in the Office of the Provost electronic folder/system	Deadline set by the WSU policy
3rd Friday	*As needed, updating of policies and forms for compliance with University by T&P and Dean's Office*	Deadline set by University Libraries
4rd Friday	Deadline for **third year review dossiers** to be submitted to the Office of the University Libraries Dean	Deadline set by University Libraries
4th Friday	Deadline for inclusion of letters from **external reviewers** to the Office of the Provost electronic folder/system	Deadline set by the WSU policy
October		
2nd Friday	Deadline for Primary Evaluator to notify Dean of University Libraries of recommendations, and within two (2) workings days after the this notification, the Dean of University Libraries will notify nominees of the Primary Evaluator's independent recommendation, and the candidate's right to appeal a negative decision.	Deadline set by the WSU policy
2nd Friday	Deadline for Primary Evaluator to complete post-tenure review with faculty member.	Deadline set by the WSU policy
3rd Friday	Deadline for candidates to sign cover sheet in University Libraries Dean's Office indicating they have reviewed all documents being forwarded by the Primary Evaluator.	Deadline set by the WSU policy
4th Friday	Deadline for submission of appeals or rebuttals to Primary Evaluator recommendations to the Dean of University Libraries.	Deadline set by the WSU policy
November		
1st Friday	All librarians holding tenure and academic rank at the assistant professor level or higher will be notified of availability of files.	Deadline set by University Libraries
3rd Friday	Deadline for University Libraries Tenure and Promotion Committee to transmit recommendations to Dean of University Libraries.	Deadline set by the WSU policy
December		
1st Friday	Deadline for Dean of University Libraries to notify candidates and Primary Evaluators of the University Libraries T&P Committee's and Dean of University Libraries independent recommendations and	Deadline set by the WSU policy

	the candidate's right to appeal a negative decision or to rebut an evaluation statement.	
2nd Friday	Deadline for candidates to sign college cover sheet in the University Libraries Dean's Office indicating that they have reviewed all documents being forwarded by the college and within two (2) working days after the signing, the Dean of University Libraries will transmit materials to the Provost	Deadline set by the WSU policy
3rd Friday	Deadline for the Provost to transmit materials to the University Tenure and Promotion Committee	Deadline set by the WSU policy
Thursday (prior to 3rd Friday)	Deadline for appeal of or rebuttal to college-level recommendations to the Provost	Deadline set by the WSU policy
3rd Friday	Deadline for uploading materials to the secondary dossier in the Office of the Provost electronic folder/system	Deadline set by the WSU policy
January		
4th Friday	Deadline for the University Tenure and Promotion Committee to report recommendations to the Provost and to notify candidates and Primary Evaluators of the Committee's recommendations and the candidate's right to rebut the Committee's evaluation.	Deadline set by the WSU policy
February		
1st Friday	Deadline for submission of rebuttal statements by candidates to the Provost of the University Committee's evaluation.	Deadline set by the WSU policy
3rd Friday	Deadline for notification of candidates of recommendations to be made by the Provost to the President	Deadline set by the WSU policy
4th Friday	*Deadline for the University Tenure and Promotion Committee to identify problems in tenure policies and tenure and promotion guidelines for the Faculty Senate Faculty Affairs Committee.*	Deadline set by the WSU policy
March		
1st Friday	Deadline for appeals, rebuttals, and/or petitions to the President of negative recommendations	Deadline set by the WSU policy
April		
1st Friday	Final transmittal of Wichita State University decisions to the candidates	Deadline set by the WSU policy
2nd Friday	Deadline for the Dean of University Libraries to notify faculty (copy her/his Primary Evaluator) scheduled for **third year review**	Deadline set by University Libraries

Subsequent Academic Year University Libraries Faculty Tenure, Promotion and Professor Incentive Review (PIR) Calendar

January		
2nd Friday	Office of Planning and Analysis notifies deans that information on faculty eligibility for tenure and promotion review of the next academic year is available in Reporting Services in a folder labeled "OPA-Faculty Teaching History Tenure and Rank	Deadline set by the WSU policy
March		

3rd Friday	Deadline for Office of Planning and Analysis to notify deans of faculty scheduled for mandatory tenure review.	Deadline set by the WSU policy
3rd Friday	Deadline for faculty applying for promotion, PIR and/or early tenure review to notify Primary Evaluator	Deadline set by the WSU policy
April		
1st Friday	Deadline for the Dean of University Libraries to notify faculty scheduled for mandatory tenure review and post-tenure review with copies to the Provost	Deadline set by the WSU policy
2st Friday	Deadline for Primary Evaluator to notify dean of faculty applying for promotion, for **third year review**, professor incentive review and/or early review	Deadline set by the WSU policy
3rd Friday	Deadline for faculty applying for promotion, professor incentive review and/or early review to notify the Primary Evaluator	Deadline set by University Libraries
3rd Friday	Deadline for candidates needing an **external review** to provide reviewer and documents to Primary Evaluator and the Dean	Deadline set by the WSU policy
May		
1st Friday	Deadline for the Primary Evaluator to notify the Dean of University Libraries of faculty applying for tenure and/or promotion or PIR.	Deadline set by University Libraries
3rd Friday	Deadline for the University Libraries Dean's Office to send initial request for **external reviews** as required for all tenure and promotion cases (not PIR cases)	Deadline set by the WSU policy
3rd Friday	Deadline for the Dean of the University Libraries to notify the Provost of faculty scheduled for early tenure review and/or promotion or PIR.	Deadline set by the WSU policy
August		
4th Friday	Planning meeting of the University Libraries Tenure and Promotion Committee. Selection of chair of the Committee	Deadline set by University Libraries

APPENDIX G
University Libraries
Pre-tenure Third Year Review Calendar

September		
4th Friday	Deadline for the candidate to submit Third Year dossiers to the Office of the University Libraries Dean	All deadlines set by the University Libraries
October		
4th Friday	Deadline for Primary Evaluator to notify Dean of University Libraries of recommendation, and within two (2) working days after this notification, the Dean of University Libraries will notify the candidate of the Primary Evaluator's independent recommendation	
November		
1st Friday	University Libraries Tenure and Promotion Committee will be notified of availability of files	
4th Friday	Deadline for University Tenure and Promotion Committee to transmit recommendations to Dean of University Libraries	
December		
1nd Friday	Deadline for Dean of University Libraries to notify the candidate and Primary Evaluators of the University Libraries Tenure and Promotion Committee's and Dean of University Libraries independent recommendations	
2rd Friday	Deadline for Primary Evaluator, Chair of University Libraries Tenure and Promotion Committee, the Dean of University Libraries and the candidate to sign Pre-tenure Third Year Review Form	
2nd Friday	Schedule a meeting of the candidate with the reviewers (optional)	

Subsequent Academic Year University Libraries Pre-tenure Third Year Review Calendar

April		
2nd Friday	Deadline for Primary Evaluator to notify Dean of faculty applying for third year review	
4th Friday	Deadline for the Office of the Dean of University Libraries to notify the candidate of his/her Pre-Tenure Third Year Review (copy to Primary Evaluator)	

Pre-tenure Third Year Review Form

Candidate:_____

Academic Year of the Review: _____

Candidate's Unit: _____

Primary Evaluator: _____
Primary Evaluator recommendation:

	Librarianship	Research	Service	Documentation	Overall
Sufficient progress					
Need improvement					

Signature of the Primary Evaluator _____
Non-evaluative statement added to primary dossier? _____ *Date:*_____

Seen by candidate (Please initial): _____ **Date:** _____

University libraries Review Committee recommendation:

	Librarianship	Research	Service	Documentation	Overall
Sufficient progress					
Need improvement					

Signature of the Committee Chair _____
Non-evaluative statement added to primary dossier? _____ Date _____

Seen by candidate (Please initial): _____ Date: _____

Dean recommendation: Sufficient Progress _____Needs Improvement_____

*Signature of the Dean*_____
Non-evaluative statement added to primary dossier? _____Date: _____

Seen by candidate (Please initial): _____Date: _____

CANDIDATE: I have seen all additional materials that have been requested and that will be added to my third year review file. Signing this form does not constitute agreement.

*Signature of Candidate*_____Date_____

APPENDIX H

TENURE AND PROMOTION REVIEW
FACULTY PERSONNEL RECORD

I.   General Information

Name:

Last Update:

US Citizen or Permanent Resident: Yes ☐ No ☐

Tenured: Yes ☐   No ☐   Date of Tenure:

Graduate Faculty Membership Category:
Date:

Education: (Institution, Degree, Year)

Academic Appointments at WSU and Other Institutions: (Institution, Academic Rank, Year)

Other Employment Related to Your Professional Activity: (Organization, Year)

Membership in Professional, Honorary and other Learned Societies: (Organization, Year)

Academic Honors and Awards:

Special Conditions of Employment (*Documentation should be included in Supplemental Dossier):*

Candidate's statement on his/her role in the department or unit within the University:

Chair's statement on the role of the faculty member in the department or unit within the University:

II.   Teaching Information (*need to list only the past five years, but may list more if desired*).

    A.   General Teaching Load

        1.   Teaching Load by semester (Course, Credit Hours, Contact Hours, Lecture/Lab, Number of Students Enrolled on the 20th day, Student Assistants, Graduate/Undergraduate Credit, Team Taught)
        2.   Undergraduate research/development projects supervised by semester
        3.   Graduate research/development projects supervised by semester

    B.   Dissertations, Theses, and Final Projects

        1.   Supervised (Title, Department, Student, Date completed/expected)
        2.   Committee member (Title, Department, Student, Date completed/expected)
        3.   Final projects (Title, Department, Student, Date completed/expected)

    C.   Workshops, Institutes, Professional Continuing Education and Short Courses Taught (Additional Compensation above expenses: Yes ☐ No ☐)
    D.   Courses and laboratories developed (courses and dates)
    E.   Teaching materials developed (including lab manuals, study guides, etc.)
    F.   Grants for Curriculum and Program Development
    G.   Student advising/counseling load
    H.   Evaluation Information on Teaching:

        1.   Student evaluations
        2.   Other available evaluations

            a.   Peer evaluations
            b.   Departmental Chairperson's evaluation
            c.   Noteworthy student accomplishments or performance directly related to teaching by the faculty member

        3.   Activity related to experimental teaching, innovative teaching, development of teaching effectiveness, etc.

III.   Research, Scholarly and Creative Activity Information

    A.   Research grants (if approved, state size, duration and briefly describe work)

        1.   Proposals submitted as principal investigator to external agencies
        2.   Proposals submitted as joint effort to external agencies (state faculty member's role in submission)
        3.   Proposals submitted to WSU college/school University Libraries or university research committees

    B.   Patents, major designs, etc.
    C.   Presentation of scholarship (nature of activity; referred/invited)

D. Publication Information (indicate extent of contribution made to jointly authored items)

    1. Refereed articles in international, national, and regional journal which are refereed
    2. Articles in university publications and other state or locally supported and circulated journals (refereed?)
    3. Invited articles (compensation?)
    4. Articles in trade journals, magazines, professional newsletters and other publications (refereed? Compensation?)
    5. Books published (nature of books, texts, general public, graduate state-of-the-art material, etc.)
    6. Monographs, Bulletins, and Chapters in books (nature of material, length, refereed, etc)
    7. Publications in conference proceedings (not listed as presentations above; refereed?)
    8. Book reviews and Abstracts (refereed? Compensations?)
    9. Citations of your work and reviews or abstracts of you publications or creative activity
    10. Reports published by others (e.g. Federal agencies, trade associations)

DI. Creative Activity Information
    1. Recitals and performances (nature of activity; extra compensation? (yes/no); local, regional, national or international? By WSU contract?)
    2. Exhibits of creative work
    3. Creative work in print (musical compositions, plays, poetry, novels, short stories and other creative writing)
    4. Exhibits personally curated, performances directed, set designs, etc.
    5. Media developed (slides, tapes, films, etc.)
    6. Other creative activity (provide documentation)

DII. Work in progress

DIII. Other research (provide documentation)

IV.   Service Information

    A.   Committee service (university, college/school/University Libraries, Departmental; nature, time spent on these)

    B.   Special university, college/school/University Libraries, or departmental coordinator or other service functions

    C.   Service on Faculty Senate or Graduate Council

    D.   Participation in student recruitment

    E.   Serving as advisor to student organizations

    F.   Professional speeches and/or panel presentations not otherwise listed

    G.   Professional consultantships contributing to professional development (In general, not routine, regularly schedules activities) (nature of activity, impact of work on the field, extra compensation: yes/no)

    H.   Editorial service for journals and other publications

    I.   Service on proposal review panels for granting agencies

    J.   Service on national or regional boards with research or scholarly functions (nature of participation, time required, etc.)

    K.   Committee assignments in professional organizations (nature of work and time required)

V.   Other activities which enhance the university's image, represent the university to the public, further the university's goals and direction, or employ one's professional competence to benefit the public

APPENDIX I

PROMOTION REVIEW
FACULTY PERSONNEL RECORD

I.   General Information

Name:

Last Update:

US Citizen or Permanent Resident: Yes ☐   No ☐

Graduate Faculty Membership Category:
Date:

Education: (Institution, Degree, Year)

Academic Appointments at WSU and Other Institutions: (Institution, Title, Year)

Other Employment Related to Your Professional Activity: (Organization, Year)

Membership in Professional, Honorary and other Learned Societies: (Organization, Year)

Academic Honors and Awards:

Special Conditions of Employment (*Documentation should be included in Supplemental Dossier):*

Candidate's statement on his/her role in the department or unit within the University:

Chair's statement on the role of the faculty member in the department or unit within the University:

II.   Teaching Information (*need to list since last promotion review, but may list more if desired).*

   A.   General Teaching Load

      1.   Teaching Load by semester (Course, Credit Hours, Contact Hours, Lecture/Lab, Number of Students Enrolled on the 20th day, Student Assistants, Graduate/Undergraduate Credit, Team Taught)
      2.   Undergraduate research/development projects supervised by semester
      3.   Graduate research/development projects supervised by semester

   B.   Dissertations, Theses, and Final Projects

      1.   Supervised (Title, Department, Student, Date completed/expected)
      2.   Committee member (Title, Department, Student, Date completed/expected)
      3.   Final projects (Title, Department, Student, Date completed/expected)

   C.   Workshops, Institutes, Professional Continuing Education and Short Courses Taught (Additional Compensation above expenses: Yes ☐ No ☐)
   D.   Courses and laboratories developed (courses and dates)
   E.   Teaching materials developed (including lab manuals, study guides, etc.)
   F.   Grants for Curriculum and Program Development
   G.   Student advising/counseling load
   H.   Evaluation Information on Teaching:

      1.   Student evaluations
      2.   Other available evaluations

         a.   Peer evaluations
         b.   Departmental Chairperson's evaluation
         c.   Noteworthy student accomplishments or performance directly related to teaching by the faculty member

      3.   Activity related to experimental teaching, innovative teaching, development of teaching effectiveness, etc.

III.   Research, Scholarly and Creative Activity Information (*as appropriate based on role statement, mark N/A if not applicable*)

   A.   Research grants (if approved, state size, duration and briefly describe work)

      1.   Proposals submitted as principal investigator to external agencies
      2.   Proposals submitted as joint effort to external agencies (state faculty member's role in submission)
      3.   Proposals submitted to WSU college/school University Libraries or university research committees

   B.   Patents, major designs, etc.
   C.   Presentation of scholarship (nature of activity; referred/invited)

D. Publication Information (indicate extent of contribution made to jointly authored items)

1. Refereed articles in international, national, and regional journal which are refereed
2. Articles in university publications and other state or locally supported and circulated journals (refereed?)
3. Invited articles (compensation?)
4. Articles in trade journals, magazines, professional newsletters and other publications (refereed? Compensation?)
5. Books published (nature of books, texts, general public, graduate state-of-the-art material, etc.)
6. Monographs, Bulletins, and Chapters in books (nature of material, length, refereed, etc)
7. Publications in conference proceedings (not listed as presentations above; refereed?)
8. Book reviews and Abstracts (refereed? Compensations?)
9. Citations of your work and reviews or abstracts of you publications or creative activity
10. Reports published by others (e.g. Federal agencies, trade associations)

E. Creative Activity Information
1. Recitals and performances (nature of activity; extra compensation? (yes/no); local, regional, national or international? By WSU contract?)
2. Exhibits of creative work
3. Creative work in print (musical compositions, plays, poetry, novels, short stories and other creative writing)
4. Exhibits personally curated, performances directed, set designs, etc.
5. Media developed (slides, tapes, films, etc.)
6. Other creative activity (provide documentation)

F. Work in progress
G. Other research (provide documentation)

IV. **Service Information (*as appropriate based on role statement, mark N/A if not applicable)*

    A. Committee service (university, college/school/University Libraries, Departmental; nature, time spent on these)
    B. Special university, college/school/University Libraries, or departmental coordinator or other service functions
    C. Service on Faculty Senate or Graduate Council
    D. Participation in student recruitment
    E. Serving as advisor to student organizations
    F. Professional speeches and/or panel presentations not otherwise listed
    G. Professional consultantships contributing to professional development (In general, not routine, regularly schedules activities) (nature of activity, impact of work on the field, extra compensation: yes/no)
    H. Editorial service for journals and other publications
    I. Service on proposal review panels for granting agencies
    J. Service on national or regional boards with research or scholarly functions (nature of participation, time required, etc.)
    K. Committee assignments in professional organizations (nature of work and time required)

V. **Other activities which enhance the university's image, represent the university to the public, further the university's goals and direction, or employ one's professional competence to benefit the public**

APPENDIX J

COLLEGE/SCHOOL/UNIVERSITY LIBRARIES TENURE AND PROMOTION (to be used for tenure track faculty only)

Candidate _____

Academic Year of the Review _____

Candidate's Department   _____

Candidate's College/School/University Libraries   _____

College/School/University Libraries Review Committee recommendation for:_____

_____ (# yes) _____ (# no) _____ (# abstain)

Signature of the Committee Chair   _____

    Evaluative statement added to primary dossier? ☐   Date: _____

College/School/University Libraries Review Committee

Please **Print** your name below   Please *Sign* your name below

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Dean of the Candidate's College/School/University Libraries Recommendation: yes ☐ no ☐

Signature of the Dean   _____

    Evaluative statement added to primary dossier? ☐   Date: _____

CANDIDATE: I have seen all additional materials that have been requested and that will be added to my file and forwarded to the University committee for consideration. Signing this form does not constitute agreement.

Signature of Candidate _____   Date: _____

APPENDIX K

COLLEGE/SCHOOL/UNIVERSITY LIBRARIES PROMOTION (to be used for tenure or non-tenure track positions)

Candidate _____

Academic Year of the Review _____

Candidate's Department   _____

Candidate's College/School/University Libraries   _____

College/School/University Libraries Review Committee recommendation for: _____

_____ (# yes) _____ (# no) _____ (# abstain)

Signature of the Committee Chair   _____

    Evaluative statement added to primary dossier? ☐   Date: _____

College/School/University Libraries Review Committee

Please **Print** your name below   Please *Sign* your name below

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Dean of the Candidate's College/School/University Libraries Recommendation: yes ☐   no ☐

Signature of the Dean   _____

    Evaluative statement added to primary dossier? ☐   Date: _____

CANDIDATE: I have seen all additional materials that have been requested and that will be added to my file and forwarded to the University committee for consideration. Signing this form does not constitute agreement.

Signature of Candidate _____   Date: _____

APPENDIX L

COLLEGE/SCHOOL/UNIVERSITY LIBRARIES PROFESSOR INCENTIVE

Candidate _____

Date of last Review: _____
Candidate's Department   _____
Candidate's College/School/University Libraries   _____

College/School/University Libraries Review Committee recommendation:
_____ (# yes) _____ (# no) _____ (# abstain)

Signature of the Committee Chair   _____

   Evaluative statement added to primary dossier? ☐   Date: _____

College/School/University Libraries Review Committee

Please **Print** your name below   Please *Sign* your name below

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Dean of the Candidate's College/School/University Libraries Recommendation: yes ☐   no ☐

Signature of the Dean   _____

   Evaluative statement added to primary dossier? ☐   Date: _____

CANDIDATE: I have seen all additional materials that have been requested and that will be added to my file and forwarded to the University committee for consideration. Signing this form does not constitute agreement.

Signature of Candidate _____   Date: _____

APPENDIX M

External Review Letter and External Review Follow Up Letter Templates

Dear:

This letter invites you to participate in the review process for Professor_____, a candidate for tenure and promotion to associate professor at Wichita State University. As part of the University's tenure and promotion review process, Professor_____is required to seek external review of her scholarly and creative activities. Due to your expertise in one of her areas of research, your name was suggested as an individual who might be willing to provide an evaluation of the candidate's scholarship.

This paragraph would contain a brief position description of the candidate:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

The University's policy requests that external reviewers focus their reviews on:
> (1) the originality and creativity displayed in the candidate"s research, scholarship, or creative work and
> (2) the significance of the work and its impact on the field
> Reviewers will be specifically instructed not to remark on the promotability or tenurability of candidates.   **WSU Policies and Procedures Manual 4.18**

Evaluations will be open to all involved in the tenure and promotion review process, including the candidate. As the reviews will be read by the University Tenure and Promotion Committee, University policy requests that each external reviewer submit a summary of his or her academic credentials or CV along with a statement specifying if or how the reviewer knows the candidate.

Should you be willing to assist us in the evaluation of _____'s scholarship, we ask that you contact [Administrative Assistant to the Dean of University Libraries] at XXXXXXXX@wichita.edu or by phone 316-978-5120, by _____. Your evaluation would need to be completed by _____, and [XXXXXXXXXXX], Senior Associate Dean of University Libraries, XXXXXXXXXXXXX, will be following up with you via email.

51

As you know, the tenure and promotion process is an extremely important and historic event for faculty in the academy. I appreciate your consideration of this request and the possibility of your review of _____.

Sincerely,

[XXXXXXXXXX]
Dean and Professor of University Libraries

Dear :

Thank you for agreeing to serve as an external reviewer for the tenure and promotion review process of Assistant Professor_____, at Wichita State University. We are enclosing her curriculum vita and six examples of scholarship selected by_____. Attachment A lists the six works that are enclosed in this review packet.

This paragraph would contain a brief position description of the candidate:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Please review those works that you believe fall within your professional field. We ask that your review be directed towards the originality, quality, and significance of her works and their impact on the library field. As stated earlier, the university's policy specifically asks that you make no comment on the tenurability or promotability of the candidate. Additionally, the university policy requests each external reviewer submit a summary of his or her academic credentials or resume along with a brief statement specifying if or how the reviewer knows the candidate. If possible, external reviews should be sent on the letterhead of your department or university. Please feel free to contact me should you have any questions about this process. We would appreciate receiving your evaluation by _____. Reviews should be sent to:

> [Administrative Assistant to the Dean of University Libraries]
> Wichita State University Libraries
> 1845 Fairmount
> Wichita, KS 67260-
> 0068

On behalf of the Wichita State University Libraries, I would like to express my sincere appreciation to you for participating in this process.

Sincerely,

52

APPENDIX N

WICHITA STATE UNIVERSITY
Application for Sabbatical Leave

Applicant:

Department:

College:

Date of Proposed Leave: ☐ Fall 2019   ☐ Spring 2020   ☐ Academic Year 2019-20

Summary of Proposed Project (150 words or less):

Instructions:

1. Answer the questions in the space provided on the following forms; supporting materials may be attached.
2. The Board of Regents form entitled, "Sabbatical Leave Agreement" must be completed in duplicate, signed and attached.
3. Attach a resume summarizing your activities in teaching, research, service, and administrative service to your educational unit over the last 10 years, or since your last sabbatical leave.
4. A final report for your previous sabbatical must be on file with Faculty Records (Box 13, 109 Morrison Hall).
5. After completion of this sabbatical a final report must be submitted by March 1 for fall leave and by October 1 for spring and academic year leave.

APPROVED BY:

Provost and
Senior Vice President   Yes   No _____   _____
                                              Signature   *Date*

President . . . . Yes   No _____   _____
                                              Signature   *Date*

010317

Recommendation by Chairperson

The Chairperson must comment on the following:

1. What provision will be made to meet the University responsibilities of the person seeking leave, with special reference to graduate students in thesis or dissertation stages of their programs and to programmatically required courses taught by the person seeking leave.
2. How additional expenses incurred by the University in granting this leave, apart from the Sabbatical salary, will be met.
3. The merits of the request in terms of the faculty member's professional development and in terms of the goals of the department.

Comments:

Recommendation: (   ) Approval of Sabbatical Leave
                    (   ) Denial of Sabbatical Leave

Signature of Chairperson _____ Date_____

Recommendation by College Review Committee

The College review Committee must comment on the merits of the request and rank the college candidates.

Comments:

Recommendation: (   ) Approval of Sabbatical Leave   Rank:_____ of_____ Requests
                    (   ) Denial of Sabbatical Leave

Signature of Committee Chair _____   Date_____

Recommendation by Dean

The Dean must comment on the following:

1. Arrangements have been made at the college level to meet the teaching/thesis direction duties of the Faculty member. These arrangements include financial.
2. The merits of the request, in terms of the Faculty member's professional development, the goals of the department, and the goals of the college.

Comments:

Recommendation: (   ) Approval of Sabbatical Leave   Rank:_____ of_____ Requests
                   (   ) Denial of Sabbatical Leave

                   Signature of Dean_____ Date_____

Recommendations by Faculty Support Committee

The Faculty Support Committee must comment on the merits of the request according to its publicized guideline and it must rank the candidates.

Comments:

Recommendation: (   ) Approval of Sabbatical Leave   Rank:_____ of_____ Requests
                    (   ) Denial of Sabbatical Leave

Signature of Committee Chair_____   Date_____

A.   Project Description. Give a brief statement of what you intend to do, including the relationship of your project to current research in the field. Describe the methods you will employ.

B.   Importance of Leave. Indicate the value of the proposed sabbatical leave to your professional career. List any of your publications or professional activities which are relevant to your proposal.

C.   Location of Leave. Where do you plan to carry on your project and what influenced your decision to choose this location? If you plan to stay on campus during the period of the proposed leave, what is the rationale for this decision?

D. Financial Assistance. Give the details of any arrangements proposed for non-WSU compensation for the leave period; such as partial salaries from industrial employers, pending or already secured fellowships or grants, etc. Also, include any non-salary WSU support (University Research Committee grant, etc.) Note: Regent's Policy states that a faculty member may not receive support in excess of university salary.

E. Expected Results. Describe what results you expect to achieve (publications, professional activities, etc.) from your sabbatical leave.

BOARD OF REGENTS POLICY 10F

I.   LEAVES

    a.   Sabbatical Leave

    (1) Sabbatical leaves shall be approved by the chief executive officer of each institution in accordance with Board Policy.

    (2) Sabbatical Leave may be granted subject to the following conditions:

        (a) In strictly meritorious cases, a full-time faculty member on regular appointment at any of the Regents institutions of higher education who has served continuously for a period of six years or longer at one or more of these institutions, may, at the convenience of the institution and upon the approval of the president or chancellor of the institution with which connected, be granted not to exceed one such leave of absence for each period of regular employment for the purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience; such leave shall not be granted for a period of less than one semester nor for a period of more than one year, with reimbursement being made according to the following schedule:

                (i) for nine months faculty members, up to half pay for an academic year, or up to full pay for one semester.

                (ii) for twelve-months faculty members, up to half pay for eleven months, or up to full pay for five months.

        (b) Provided: Regular salary is defined as the salary being paid at the time the sabbatical leave begins. Outside grant funds received by the University in support of the individual's scholarly efforts during his/her sabbatical leave may be used for supplemental salary, but total sabbatical leave salary in these instances may not exceed his/her regular salary. Provided further, that the number of faculty members to whom leave of absence with sabbatical pay is granted in any fiscal year shall not exceed four percent of the number of equivalent full-time faculty with rank of instructor or higher, or equivalent rank for the institution concerned for the fiscal year for which the leave of absence is granted; and provided further, that no faculty member will be granted leave of absence with sabbatical pay who does not agree to return to the service of the state institution granting the sabbatical leave for a period of at least one year immediately following the expiration of the period of leave. Persons failing to return to the institution granting sabbatical leave shall refund all sabbatical pay. Those who fail to remain for the full year of school service (18 to 24 months depending on annual term of employment) shall refund that portion of their sabbatical pay as represented by the portion of the year they fail to serve. (12-16-61; 4-17-69; 6-25-71; 11-17-78; 1-18-85; 10-15-87; 2-18-88; 6-23-88; 11-17-93) Note: Two *Kansas Board of Regent Sabbatical Leave Agreement* pages are required with original signatures (preferably in blue ink). Photocopied or printed signatures are not acceptable.

Kansas Board of Regents
SABBATICAL LEAVE AGREEMENT

Name _____ Years Service _____ Leave _____ to _____

Department _____

Purpose of Leave _____

_____

_____

Regular Salary: _____ for _____ months service.

Sabbatical Leave Salary: _____ for _____ months service.

THIS AGREEMENT, is between   <u>Wichita State University</u>   of   Wichita, Kansas,
                                                  (Institution)

and the undersigned Faculty member of said institution pursuant to the following resolution of said Board, providing for sabbatical leave upon approval of the president or chancellor of said institution:

In strictly meritorious cases, a full-time faculty member on regular appointment at any of the Regents institutions of higher education who has served continuously for a period of six years or longer at one or more of these institutions, may, at the convenience of the institution and upon the approval of the president or chancellor of the institution with which connected, be granted not to exceed one such leave of absence for each period of regular employment for the purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience; such leave shall not be granted for a period of less than one semester nor for a period of more than one year, with reimbursement being made according to the following schedule:

(i) for nine-months faculty members, up to half pay for an academic year, or up to full pay for one semester.

(ii) for twelve-months faculty members, up to half pay for eleven months, or up to full pay for five months.

Provided: Regular salary is defined as the salary being paid at the time the sabbatical leave begins. Outside grant funds received by the University in support of the individual's scholarly efforts during his/her sabbatical leave may be used for supplemental salary, but total sabbatical leave salary in these instances may not exceed his/her regular salary. Provided further, That the number of faculty members to whom leave of absence with sabbatical pay is granted in any fiscal year shall not exceed four percent of the number of equivalent full-time faculty with rank of instructor or higher, or equivalent rank for the institution concerned for the fiscal year for which the leave of absence is granted; And provided further, That no faculty member will be granted leave of absence with sabbatical pay who does not agree to return to the service of the state institution granting the sabbatical leave for a period of at least one year immediately following the expiration of the period of leave. Persons failing to return to the institution granting sabbatical leave shall refund all sabbatical pay. Those who fail to remain for the full year of school service (9 to 12 months depending on annual term of employment) shall refund that portion of their sabbatical pay as represented by the portion of time they fail to serve.

I, a member of the faculty of said institution for _____ years, hereby apply for sabbatical leave. I agree to the conditions of the above resolution and, in the event that I fail to serve the year (9 or 12 months, depending on annual term of employment) required by said resolution to be served by me after my leave, I agree to refund that portion of the funds received by me during such leave which
the number of required months I fail to serve bears to the total number of required months of service. Such refund shall be made at the time of the effective date of my resignation, unless arrangements satisfactory to the institution are made at such time for payment of such refund over a period of time not to exceed two years.

Date _____   (Signed)_____ Member of Faculty.

As the above request for leave of absence is meritorious and the number of persons on leave comes within the terms of the resolution, I approve granting the above faculty member a sabbatical leave of absence on the conditions stated above.

_____
                                                                                    Chancellor/President

(To be signed in duplicate: one copy filed with institution and one returned to Faculty Member.)

010317

APPENDIX O

Wichita State University
Final Report on Sabbatical Leave

Note: This form is to be completed and returned to your Chairperson by March 15 for fall leave and by October 15 for spring and academic year (AY) leave.

Name: _____

Dates of Leave: _____

> A. Please describe how much of your project you accomplished. If any major aspects of your sabbatical leave differed from those stated in your proposal as originally approved by the University, please describe those differences and the reasons for the changes (250).

> B. What do you expect to be the results of your leave? You may wish to consider the following:
> Importance to your professional career
> Contributions to you fields
> Tangible projects (publications, papers, etc.). (250 words)

_____   _____
Faculty Member Signature   Date Report Filed

_____   _____
Received and checked by   Date Checked

_____   _____
Dean   Date

_____   _____
Provost   Date

APPENDIX P
RECOMMENDATION FOR EMERITUS STATUS

Kansas Board of Regents Policy on Emeritus Status

"Emeritus status is an honorary title awarded to a retiring faculty member or administrator for extended meritorious service. Each Regents institution will establish its own criteria for awarding such status. Emeritus status may be approved by the chief executive officer of the employing institution. There is not salary or emolument attached to the status other than such privileges as the institution may wish to extend."

Wichita State University Policy on Emeritus Status

Emeritus status recognizes meritorious service to the University and may be conferred upon a retiring individual who has served Wichita State University for a minimum of ten continuous years. To be considered in the determination of meritorious service are the person's contributions in the areas of teaching, scholarly activity, service or leadership.

Recommendations for the award of emeritus status are initiated by the department. Upon review and concurrence by the appropriate dean and the Provost and Senior Vice President, recommendations are forwarded to the President. Exceptions to the above criteria may be authorized and approved by the President.

Directions: Complete the recommendation and forward to the Office of Academic Affairs, Box 13.

Pursuant to Board of Regents and Wichita State University policy, the Department of _____

recommends that_____be granted emeritus/emerita status at the rank

of_____for meritorious service to the University

effective as of_____.

_____   _____
Chairperson   Date

- -

I concur_____   I do not concur_____   with this recommendation for emeritus status.

_____   _____
Dean   Date

- -

I concur_____   I do not concur_____   with this recommendation for emeritus status.

_____   _____
Provost and Professor   Date

- -

I approve_____I do not approve_____this recommendation for emeritus status.

_____   _____
President   Date

(Distribution: Department chair, Dean, Provost and Senior Vice President, President)

UniScope		DISCOVERY OF KNOWLEDGE	INTEGRATION OF KNOWLEDGE	APPLICATION OF KNOWLEDGE	EDUCATION OF KNOWLEDGE
The FORMS of Scholarship	**TEACHING/ LIBRARIANSHIP** Scholarship	" course innovation " course improvement " conceptual insights from course preparation or discussion " faculty insights from supervision of theses and dissertations	" cross disciplinary teaching " multi-disciplinary teaching " integrative courses " capstone courses	" course innovation " course improvement " conceptual insights from course preparation or discussion " faculty insights from supervision of theses and dissertations	" course innovation " course improvement " conceptual insights from course preparation or discussion " faculty insights from supervision of theses and dissertations
	RESEARCH Scholarship	" basic research " original works " evaluation research	" multi-disciplinary and integrating research " cross disciplinary teams " integration of creative works from several fields	" applied research " policy research " performances of original works " demonstrations " technical assistance	" student laboratories " theses and dissertation research (the objective is educating students about research and methods)
	SERVICE Scholarship	" participation in task forces, think tanks, and other problem solving activities " creative, theoretical, or conceptual insights as a result of service to society	" academic governance " assistance to corporations, government, and communities that involves integration across disciplines	" leadership in professional societies " peer review activities " editorship of journals and professional publications " academic administration " assistance in ones' field to groups, corporations, organizations, government, and communities	" student advising and career counseling, advising student activities and organizations " mentoring students " Internships " service learning " expert testimony and consultation

Appendix R
Scholarship of Librarianship: examples

UniScope Dimensions	Example	Activity	Evidence	Evaluation
Knowledge: discovery, integration, application, education	**Course, workshop, or badge class**	Creation/development, Update/redesign, Teaching face-to-face and/or online	Syllabi; plans; instructor's preparation notes; handouts distributed to students; tests; exams, etc.; pretest-posttest surveys	Peer reviews; student evaluations; evaluative statements from teaching faculty; students in personal communication, e.g. email; internal and public reviews, published/unpublished; support letters from professionals in the field
	Teaching materials	Activity related to experimental teaching, innovative teaching, development of teaching effectiveness, etc[1].	Library guides, digital learning objects, staff procedural and training manuals, e.g. departmental and operational manuals, etc.	
	Innovative strategies, methods, tools	Development, Implementation, Update/redesign	-Pedagogical tools and methods, e.g. curriculum mapping; assessment tools; -Digital resources, e.g. licensing, linking, managing, etc. electronic journals, databases, ebooks, vendor packages; -Library technology tools, e.g. software, applications, coding; automation of operations, etc. - Collection development; -Metadata and cataloging	Peer evaluation; staff, faculty, and student evaluative statements;
	Projects, e.g. weeding; serial reviews; special metadata/cataloging projects; electronic resources licensing;	Planning; development; administration; managing; coordinating; delivering final results, marketing; e.g. collections; software	Plans, inventories, workflows, samples; printouts; drawing; tapes, codes; statistics; reports and other project documentation	Administrative evaluations; user feedback; publish/unpublished reviews in the Libraries, the University news, etc.

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[1] See WSU T&P Form, page 4

1

	library technology projects; software/system/application installation; upgrade; customization; database management projects; digital publishing projects; digitization projects, preservation projects, etc.	upgrade; weeding; cataloging; metadata;		
	Liaison projects & **work on request**, e.g. University Accreditation projects; Colleges and Department accreditation; Faculty support services; Digital publishing services, e.g. OJS hosting	Accreditation activities: collecting evidence; organizing evidence; building collection; developing database; linking evidence; Activities associated with hosting electronic journals	Plans, inventories, workflows, samples; printouts; drawing; tapes, codes; statistics; metadata templates and samples of records; reports and other project documentation; demonstration	Samples of communication with university units; communication with accreditors; accreditor reports and action letters; communication with faculty;
	Programs, e.g. Library Instruction; Collection building and management; Metadata and intellectual access; Research Data Management; Library Research Services; Access Services; C-Space; Electronic Resources	Initiating; planning; developing; administrating; managing; updating/redesigning; maintaining; discontinuing	Plans, inventories, workflows, samples; printouts; drawing; tapes, codes; statistics; reports and other project documentation; demonstration	Administrative evaluations; quality control procedures reviews; users' feedback; publish/unpublished reviews in the Libraries, the University news, etc.; users' feedback

2

	Licensing and Management; Institutional Repository Services; Library Publishing; Digital Humanities; ILL; Circulation services; Patent & Trademark Services; Copyright Management Services			
	Policies, profiles, guidelines	Review; creation / development; update, training of new faculty and staff members	Drafts, reviews, and the approved final documents of the policies and guidelines in all areas of University Libraries operations: UL general policies, e.g. Guidelines for Students; Mentoring Guidelines; departmental and programs policies: instruction; collection development, ILL, circulation; metadata/ cataloging; electronic resources; institutional repository; hosting electronic journals; Special Collections and University Archives; Library Technology), etc.	Library administration and peer reviews; (mention if policy was implemented; date; if review schedule was developed)

3

Scholarship of Research, Scholarly and Creative Activity: examples

UniScope Dimensions	Example	Activity	Evidence	Evaluation
Knowledge: discovery, integration, application, education	**Publications**	Articles in refereed journals;	Copy of submitted, accepted, or published refereed articles	Letter of acceptance; Published reviews in scholarly journals, news or social media; inclusion in best /recommended publication lists; awards, etc. Citations and altmetrics
		Articles in university publications and other state or locally supported and circulated journals	Copy of submitted, accepted, or published articles (refereed?)	Letter of acceptance; reviews if available; Citations and altmetrics
		Invited articles	Copy of submitted, accepted, or published articles	Letter of invitation; review if available; Citations and altmetrics
		Articles in trade journals, magazines, professional newsletters and other publications	Copy of publication and/or URL	Letter of acceptance; review of available; mentioned in news media; social media
		Books published (nature of books, texts, general public)	Copy of publication or URL; advertisement on a publisher's website	Book reviews; reader evaluations; citations; altmetrics
		Monographs, Bulletins, and Chapters in books (nature of material, length, refereed, etc._	Copy of publication or URL; advertisement on a publisher's website	Book reviews; reader evaluations; citations; altmetrics Letter from publisher, editor, compiler, etc.
		Publications in conference proceedings (refereed?)	Copy of conference papers; URL;	Letter of acceptance
		Book reviews and Abstracts (refereed?)	Copy of publication, URL	Letter of acceptance
		Reports published by others (e.g. federal agencies; trade associations	Copy of publication, URL (e.g. NISO task force report; State Archives task force report), etc.	Invitation letter / Appointment letter;

4

	Presentation of research	Presentations at professional conferences; invited speeches; panels and round tables	Copy of unpublished presentation, e.g. slides	Acceptance or invitation letter; refereed/invited
	Research grants	Proposals to external agencies; WSU Libraries or University research committees	Copy of proposal; report if approved (state size, duration and briefly describe work)	Letter from a grantor; other evaluations if available
	Patents, major designs, etc.	Computer code, web applications, tools, inventions	Copy of application	Communication with the Office of University Research
	Creative activity	Curated exhibits; media developed (slides, tapes, films); other creative activity	Documentation	Reviews published, unpublished

Scholarship of Service: examples

UniScope Dimensions	Example	Activity	Evidence	Evaluation
Knowledge: discovery, integration, application, education	**Committee service**	University, college/school/University Libraries, Departmental, member, chair, coordinator	Appointment letter; reports, meeting agenda /minutes	Thank you letters; correspondence, service awards; mentioned in University's, city, state, regional or national publications or news media
	Special task forces/committees	University, college/school/University Libraries, Departmental, member, chair, coordinator	Appointment letter; reports, meeting agenda/minutes	
	Service of Faculty Senate or Graduate Council	Senator, member of chair of Faculty Senate committee	Appointment letter; reports, meeting agenda/minutes	
	Participation in student recruitment	Participation in the University's recruitment events; special library programs; orientation of school students in the library; other	Programs; reports	
	Serving as advisor to student organizations	Advisor of RSO; participation in student organization events	Reports, programs, other evidence, e.g. invited presentation	

5

	Professional speeches and/or panel presentations not otherwise listed	Presentation and/or panel presentation at not-library meetings or conferences, e.g. governmental, corporate, non-profit, etc.	Event program; copy of presentation; abstract of presentation	
	Professional consulting contributing to professional development (In general, not routine, regularly schedules activities) (nature of activity, impact of work on the field, extra compensation: yes/no)	Consulting library interns; students seeking career in librarianship, etc.	Report, correspondence	
	Editorial service for journals and other publications	Serving as reviewer; editorial board member or coordinator, external reviewer in tenure/promotion cases	Appointment letter, report	
	Service on proposal review panels for granting agencies	Serving on State, regional, or national granting agency	Appointment letter, report	
	Service on national or regional boards with research or scholarly functions (nature of participation, time required, etc.)	Participation in Kansas cooperative efforts related to library professional functions, e.g. external storage for library resources; cooperative purchasing of databases, etc.	Appointment letter, board meeting minutes	
	Committee assignments in professional organizations (nature of work and time required)	Member or officer in ALA (or related) committee, subcommittee, or roundtable Serving on NISO Task Force or group, etc.	Membership and office listings, appointment letter, task force/group reports; copy of proposals, developed standards, meeting minutes; major tasks completed	
	Presentations to community groups	Lectures and sponsored talks to the public	Invitation letter, other correspondence; participation evaluations, program	

6

	Other activities which enhance the university's image, represent the university to the public, further the university's goals and direction, or employ one's professional competence to benefit the public	Publication in news media; radio/TV interviews or participation in programs, events;	Description of work and accomplishments; copies of reports or documents produced	

7