LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs **MAPP 02.02.28**
AREA: Faculty

Tenure and Promotion of Tenure-track and Tenured Library Faculty

I. PURPOSE AND SCOPE

A. The purpose of this policy is to establish and describe the procedures for tenure and promotion for tenure-track and tenured library faculty at Lamar University (LU).

B. This policy is intended to ensure the consistent application of standards for all tenure-track and tenured library faculty members with respect to tenure and promotion.

C. This policy shall comply with the policies and procedures set forth in Chapter V, Paragraph 4 of *The Texas State University System Rules and Regulations* (hereafter, *Rules and Regulations*). In the event of a contradiction between this policy and the *Rules and Regulations*, the *Rules and Regulations* shall supersede.

II. TERMS AND CONDITIONS

A. **Tenure**. Tenure denotes a status of continued employment as a member of the LU library faculty, unless dismissed for good cause in accordance with the provisions stated in Chapter V, Subparagraph 4.5 of the *Rules and Regulations*. Tenure is not granted automatically or with length of service. It is granted to LU library faculty after a rigorous probationary period in which tenure-track faculty demonstrate sustained, high-quality performance in the three mission areas: librarianship, research/creative activities, and service. The award of tenure shall confer upon the faculty member certain rights which he or she would not possess if the decision to award tenure were not made. Tenured library faculty can expect those privileges customarily associated with tenure at Lamar University. As stated in *Rules and Regulations*, Chapter V, Subparagraph 4.21, "Such privileges include a suitable office and workspace, serving as a principal investigator and conducting of research, teaching classes, and participating in faculty governance. However, tenure does not create a property interest in any attributes of the faculty position beyond the annual salary. By way of example only, tenure does not create a property interest in laboratory space, a particular office, the right to teach graduate students, or use of research materials or equipment." Only members of the LU library faculty with the rank of Associate Professor or Professor may be granted tenure.

1. **Denial of Tenure**. As per *Rules and Regulations*, Chapter V, Subparagraph 4.27, faculty members who have been denied tenure shall be notified "that the subsequent academic year will be the terminal year of appointment." Moreover, faculty members

who have not been granted tenure "shall not be entitled to a statement of the reasons upon which the decision for such action is based." Faculty members who have been denied tenure shall have the right to present a grievance (see *Rules and Regulations*, Chapter V, Subparagraph 4.4).

B. **Promotion**. Library faculty at LU may be promoted to the rank of Assistant Professor, Associate Professor, or Professor. The policy and procedures for promotion to Assistant Professor are detailed in MAPP 02.02.33 (Promotion from Instructor to Assistant Professor). Promotion to Associate Professor or Professor is not granted automatically or with length of service. Promotion to Associate Professor occurs in conjunction with the awarding of tenure. A library faculty member cannot be promoted to the rank of Associate Professor without being granted tenure.

1. **Discretionary Nature of Promotion**. As stated in *Rules and Regulations*, Chapter V, Subparagraph 4.31, "The academic promotion of a faculty member is discretionary on the part of the President of the Component, the Chancellor and the Board of Regents. Faculty members do not have an entitlement to a prospective promotion rising to the level of a property interest, and the denial of a prospective promotion is not sufficiently stigmatic to constitute a liberty interest. No commitments, implied or otherwise, shall be made by any individual regarding faculty promotions without the prior written approval of the President, and all faculty promotions shall be subject to the approval of the Chancellor and Board of Regents. Faculty members who are not recommended for promotion shall not be entitled to a statement of reasons for the decision against the recommendation. However, supervisors are encouraged to offer suggestions for a program of professional development in teaching, scholarly or creative work, and leadership or service that may enhance the likelihood of promotion in the future."

III. PROFESSORIAL RANKS

A. LU shall utilize the following professorial ranks for tenure-track and tenured library faculty: Assistant Professor, Associate Professor, and Professor. A terminal degree from an American Library Association-accredited institution or an appropriate graduate degree as defined by the position) is required for all tenure-track/tenured professorial ranks. Note that a master's degree is considered a terminal degree in library and information science.

IV. CATEGORIES OF PERFORMANCE

A. Categories of performance considered for tenure and/or promotion of library faculty members shall be librarianship, research & scholarship, and service. Performance within these three categories may be demonstrated through a variety of activities including, but not limited to, those listed below. Other activities not listed below can be considered with explanation and documentation from library faculty members.

B. In general, library faculty members assessment of the category of Librarianship will be based on library faculty members' specific assignments. Assignments may overlap into several areas listed below according to the needs of the university, library, and individual's position. Assessment of

the categories of Research & Scholarship and Service will be based on completing activities divided into Primary and Secondary measures.

1. Librarianship (according to specific assignments)
    a. Technical Services
        i. Acquisitions
            1. Establish and maintain procedures for effective and economical selection and acquisition of library resources.
            2. Demonstrate working knowledge of trends and technological advances pertaining to acquisitions and serials management.
            3. Manage acquisitions and serials modules within an Integrated Library System (ILS) and/or Library Services Platform (LSP).
            4. Demonstrate working knowledge of standard acquisition models and practices for all print and electronic formats.
            5. Monitor budgets and forecasting expenditures.
            6. Demonstrate working knowledge of industry standards related to monographs, serials, and electronic resources.
            7. Demonstrate working knowledge of the e-resources lifecycle and issues in acquiring, licensing, and managing access.
            8. Demonstrate working knowledge of the fundamentals of copyright, intellectual property rights, and compliance.
            9. Build and maintain relationships with vendors, sales representatives, and publishers.
            10. Collaborate with faculty and staff in administrative and academic departments.
            11. Demonstrate working knowledge of procurement processes, including requests for information, requests for proposals, informal bid processes, and contract negotiations.
            12. Demonstrate working knowledge of the options for organizing fund structures for materials budgets.
        ii. Cataloging
            1. Apply currently accepted cataloging rules, bibliographic and authority formats, and classification schedules.
            2. Use metadata standards and schema to describe and manage collections.
            3. Interpreting and applying LC Subject Headings
            4. Maintain bibliographic records.
        iii. Collection Development
            1. Cultivate and maintain appropriate discipline-specific collections.
            2. Demonstrate working knowledge of the collection, including the level and depth of collecting.
            3. Collect, report, and analyze statistical data.
            4. Demonstrate working knowledge of current issues and trends in collection development strategies and management.
    b. Systems
        i. Use, evaluation, and/or development of library automated systems.
        ii. Demonstrate working knowledge of existing system capabilities as well

as being up-to-date on the design, functioning, and management in library automation.

iii. Design effective and efficient means of evaluating and enhancing library systems within given economic limitations.

iv. Maintain positive working relationships with vendors and information systems personnel, including librarians, faculty, and staff.

c. Research, Engagement, and Learning

i. Collaborate with relevant on-campus entities, including librarians, faculty, and staff, to identify, implement, and promote library services and resources for on-campus and off-campus learners.

ii. Participate in library, university, and surrounding communities' events to promote library services and resources.

iii. Answer user questions and communicate knowledge in a variety of environments, including in person, via phone, email, and chat.

iv. Assist users and persist beyond conventional sources to provide desired information.

v. Maintain positive working relationships with on-campus personnel, including librarians, faculty, and staff.

vi. Prepare and conduct library instruction (e.g., orientations) in a face-to-face setting.

vii. Develop effective instructional materials (e.g., online research guides) relevant to the needs of individuals and groups served.

viii. Demonstrate working knowledge of subject matter relevant to research assistance, including available resources, research strategies, and skills.

ix. Apply appropriate instructional technology as needed.

x. Contribute to social media to promote library events, services, and resources or other events or resources of interest to students, faculty, staff, or the surrounding community.

d. Instruction and Assessment

i. Conduct for-credit courses, one-shot instructional sessions, or library orientations in a face-to-face, hybrid, or online setting.

ii. Prepare and deliver user instruction as needed to support for-credit courses, one-shot instructional sessions, or library orientations in a face-to-face, hybrid, or online setting.

iii. Develop effective instructional materials (syllabi, lesson plans, online tutorials, videos, online research guides, or other relevant materials) relevant to the needs of individuals and groups served in for-credit courses, one-shot instructional sessions, or library orientations.

iv. Demonstrate working knowledge of subject matter (research strategies and skills, Mary & John Gray Library resources, academic subject areas, or other relevant areas) relevant for-credit courses, one-shot instructional sessions, or library orientations in a face-to-face, hybrid, or online setting.

v. Apply instructional technology appropriately as needed in for-credit courses, one-shot instructional sessions, or library orientations in a face-to-face, hybrid, or online setting.

vi. Collaborate with relevant on-campus entities to integrate library resources into course management software as needed.
vii. Design, implement and promote assessment activities.
viii. Analyze and communicate assessment data.
ix. Demonstrate working knowledge of assessment methods and tools.

e. Lamar University Archives and Special Collections
   i. Lamar University Archives
      1. Maintain Lamar University Archives, both print and digital formats, and demonstrate comprehensive knowledge of trends in the field.
      2. Provide reference assistance in Lamar University Archives as needed by providing access, interpreting and creating finding aids, giving instructions on the proper handling of materials, and providing knowledge of the records relevant to the individual researcher's needs.
      3. Maintain knowledge of current archival and records management trends and procedures, including digitizing technologies and familiarity with best practices in digitization, metadata, and archival storage.
      4. Establish and maintain civil, respectful, honest, and effective working relationships with university staff, faculty, students, and visiting researchers.
      5. Solicit and acquire appropriate materials for Lamar University Archives.
      6. Oversee the records management program.
      7. Publicize Lamar University Archives. Publicity efforts may include exhibits, social media, events, or brochures.
   ii. Special Collections
      1. Establish and maintain Special Collections, in both print and digital formats.
      2. Demonstrate comprehensive knowledge of trends in the field.
      3. Provide reference assistance using Special Collections as needed by providing access, interpreting and creating finding aids, giving instructions on the proper handling of materials, and providing knowledge of the records relevant to the individual researcher's needs.
      4. Demonstrate and maintain knowledge of current special collections trends and procedures, including digitizing technologies and familiarity with the best practices for digitization, metadata, and archival storage.
      5. Establish and maintain civil, respectful, honest, and effective working relationships with university staff, faculty, students, and visiting researchers.
      6. Solicit and acquire appropriate materials for Special Collections.
      7. Publicize Special Collections. Publicity efforts may include exhibits, social media, events, or brochures.

f. Management Effectiveness
    i. Direct, guide, and evaluate unit employees.
    ii. Establish and achieve unit goals and objectives.
    iii. Communicate effectively.
    iv. Maintain a constructive working environment.
    v. Select competent, well-qualified unit employees.
    vi. Develop and monitor key performance indicators.
    vii. Demonstrate working knowledge of the role of emotional intelligence in the workplace.
    viii. Demonstrate working knowledge on operational planning methods and objective measures of assessment.

2. Research & Scholarship
    a. All measures within each category are weighted equally. Any Primary or Secondary measure can be repeated, (i.e. publishing multiple peer-reviewed journal articles).
    b. Completion of a Primary Measure may substitute for two Secondary Measures.
    c. Primary Measures
        i. Publishing monograph or book
        ii. Editing monograph or book
        iii. Publishing article in peer reviewed or refereed journals / serials
        iv. Serving as editor or member of editorial board of peer reviewed or refereed journals
        v. Publishing chapter in book or monograph
        vi. Presenting at international, national, regional, or state conferences
        vii. Peer reviewing frequently for various journals
        viii. Earning Grants
        ix. Awards or scholarships from international or national organizations
    d. Secondary Measures
        i. Serving as editor or member of editorial board of journals / serials
        ii. Publishing articles in non-refereed journals / serials
        iii. Moderating at international, national, regional, state, or local conferences
        iv. Presenting at University, local, or community events
        v. Presenting posters at international, national, regional, or state conferences
        vi. Peer reviewing occasionally for various journals
        vii. Designing, creating, or editing digital media or professional webpages that go beyond regularly assigned duties
        viii. Publishing smaller works (e.g., reviews, abstracts, short reference entries)
        ix. Editing or contributing to in-house publications
        x. Awards or scholarships from regional, state, or local organization

3. Service
    a. All measures within each category are weighted equally. Any Primary or Secondary measure can be repeated (i.e., serving as an officer on multiple

national committees).

b. Completion of a Primary Measure may substitute for two Secondary Measures.
c. Primary Measures
    i. Holding officer positions in international, national, regional, or state professional associations
    ii. Holding officer positions for international, national, regional, state, university, or library committees / task forces
    iii. Serving on international or national committees / task forces
    iv. Serving in leadership position or significant contribution that benefits the library and/or university via a local organization
    v. Consulting, either pro bono or with renumeration, for international, national, regional, or state organizations
d. Secondary Measures
    i. Serving on state, national, university, or library committee / task forces
    ii. Supporting student organizations (e.g., formal advisor for group, mentoring student research, attending meetings and events)
    iii. Assisting with administrative tasks which fall outside the scope of typical job duties
    iv. Serving on local or community organizations
    v. Consulting, either pro bono or with renumeration, for local or community organizations
    vi. Membership in international, national, regional, or state professional associations
    vii. Service recognition via honors, awards, commendations, or inductions into societies
    viii. Service to the community

C. The Library understands that library faculty members' performance will vary based on their departmental assignments, individual research and service interests and opportunities, and other factors. No library faculty member will be expected to complete all activities listed; however, library faculty members are expected to show continuous evidence of effort towards and completion of a reasonable number of activities.

D. The Library understands that library faculty members' activities may be applicable to multiple categories of performance listed above. In such cases, library faculty members may explain why an activity should be assessed in multiple categories rather than only one. Library faculty members may also explain why the depth of a secondary activity may qualify as a primary activity. The party responsible for reviewing the activities will make a final determination based on evidence presented.

E. Claims of accomplishment, excellence, or distinction in any category of performance must be clearly referenced and documented. Publications and presentations must be through credible, reputable sources; predatory journals and vanity presses are not accepted. False claims shall result in disciplinary actions up to and including termination.

V. STANDARDS OF PERFORMANCE

A. Standards of performance for an award of tenure and/or promotion shall align with the general expectations and performance standards for tenure and promotion established by the tenured/tenure-track library faculty for each of the three areas listed in Section IV. Additionally, library faculty applicants shall demonstrate the likelihood of continuing a sustained pattern of achievement and high-quality effectiveness in librarianship, research & scholarship, and service.

B. Library requirements relating to categories and standards of performance for tenure and promotion must be approved and on file with the Office of the Provost.

C. Library tenure and promotion guidelines shall be posted and made publicly available on the Academic Affairs website.

D. Minimum requirements and expectations necessary to be eligible for promotion to each rank are as follow:

1. **ASSOCIATE PROFESSOR**. For promotion to the rank of Associate Professor, the minimum requirements include:
    a. a terminal degree from an American Library Association-accredited institution (or an appropriate graduate degree as defined by the position); note that a master's degree is considered a terminal degree in library and information science;
    b. six years of service as a full-time Assistant Professor, including at least three years as a full-time Assistant Professor at LU;
    c. sustained, high-level proficiency in librarianship;
    d. sustained proficiency in research & scholarship with demonstrated evidence of continuing efforts (e.g., submissions to publications,), as well as the completion of 4 primary measures and 4 secondary measures;
    e. Sustained proficiency in service with demonstrated evidence of continuing efforts (e.g., applications to serve on committees), as well as the completion of 2 primary measures and 2 secondary measures.

2. **PROFESSOR**. For promotion to the rank of Professor, the minimum requirements include:
    a. a terminal degree from an American Library Association-accredited institution (or an appropriate graduate degree as defined by the position); note that a master's degree is considered a terminal degree in library and information science;
    b. six years of service as a full-time Associate Professor, including at least three years as a full-time Associate Professor at LU;
    c. superior effectiveness as a librarian;
    d. sustained, high-level proficiency in librarianship;
    e. sustained proficiency in research & scholarship with demonstrated evidence of continuing efforts (e.g., submissions to publications,), as well as the completion of 6 primary measures and 6 secondary measures from time of appointment to Associate Professor;

f. Sustained proficiency in service with demonstrated evidence of continuing efforts (e.g., applications to serve on committees), as well as the completion of 3 primary measures and 3 secondary measures from time of appointment to Associate Professor.

E. It shall be the responsibility of the library faculty applicant to meet or exceed the minimum requirements and expectations necessary to be eligible for promotion to each rank. Such eligibility shall not entitle the library faculty applicant to a promotion.

F. Library faculty members who believe they have met the minimum requirements and expectations to be eligible for promotion to the appropriate rank shall initiate a documented application for tenure and/or promotion consideration.

VI. REVIEW AND UPDATE OF STANDARDS OF PERFORMANCE

A. Library requirements relating to categories and standards of performance for tenure and promotion shall undergo a scheduled review every three (3) years by the tenured/tenure-track faculty within the library.

B. Should library standards of performance be updated during a scheduled review:

1. The updated performance standards for tenure and promotion must be approved by the Office of the Provost and posted on the Academic Affairs website.

2. Tenure-track library faculty members shall choose to be reviewed using the updated library performance standards or the standards of performance that were in effect at the time of their initial library faculty appointment at LU. Tenure-track library faculty (regardless of academic rank) shall communicate in writing their choice of performance standards when they initiate their application. If no selection is made, the default shall be the most recent performance standards.

    a. Assistant Professors whose tenure and promotion to Associate Professor became effective at the beginning of Academic Year (AY) 2026 or any AY thereafter shall abide by the library tenure and promotion standards of performance that went into effect at the beginning of AY 2026 or the most recent performance standards, should the library guidelines be updated during a scheduled review process, as they proceed toward promotion to Professor.

3. Library faculty applying for promotion to Professor shall choose to be reviewed using the updated library performance standards or the library performance standards that were most recently in effect. The library faculty applicant's selection of performance standards shall be communicated in writing at the time the faculty member initiates a documented application for promotion. If no selection is made, the default shall be the most recent performance standards.

a. Library faculty members at the rank of Associate Professor with tenure during AY 2025 must inform the Dean of the Library prior to the beginning of AY 2026 whether they choose to abide by the library tenure and promotion performance standards that become effective at the beginning of AY 2026 or the set of performance standards that were most recently in effect as they proceed toward promotion to Professor. Library faculty applicants for promotion to Professor who choose to be evaluated using the set of performance standards that were most recently in effect shall adhere to the library policy for obtaining external letters of evaluation operative at that time. If no policy existed under previous performance standards, then external letters shall not be solicited. Library faculty members who choose to be reviewed under the previous set of library promotion standards must apply for promotion within six (6) years (prior to the beginning of AY 2032). Should a library faculty member either not apply for promotion to Professor or apply for and not be recommended for promotion to Professor prior to the beginning for AY 2032, then he/she shall abide by the library promotion standards in effect during AY 2032 or thereafter as he/she resubmits an application for Professor.

VII. PERSONNEL COMMITTEES

A. Personnel committees at the university level and the library shall serve as peer reviewers of tenure and promotion dossiers. The personnel committee at the university level shall be comprised of full-time tenured faculty members who hold the rank of Professor (excluding administrators at or above the level of Department Chair); the personnel committee in the library shall be comprised of full-time tenured faculty members who hold the rank of Associate Professor or Professor (excluding administrators). All tenured and tenure-track library faculty may vote for the members who will serve on the University Personnel Committee. Once the University Personnel Committee position has been filled, all remaining eligible tenured faculty members (who are not themselves candidates for promotion) shall serve on the Library Personnel Committee. To avoid conflicting interests, no library faculty member who is applying for promotion or tenure shall serve on a personnel committee, and no library faculty member shall serve on more than one personnel committee. A library faculty member shall be permitted to strike his/her name, for cause, from the list of faculty members eligible to serve on a personnel committee prior to balloting for committee memberships.

1. **University Personnel Committee.** Annually, in March, each tenure- and promotion-granting college and the library will conduct an election for tenured faculty members who hold the rank of Professor to serve as members of the University Personnel Committee. One tenured Professor from each college and the library will comprise the University Personnel Committee. (Note. If a college or the library has no faculty members at the rank of Professor who are willing or able to serve on the University Personnel Committee, a tenured Associate Professor may be nominated and elected.) Members shall serve staggered, three-year terms on the University Personnel Committee. Members of the University Personnel Committee shall not serve on this committee for a second or subsequent appointment without an interval of at least one (1) academic year, unless approved by the President or appropriate executive officer. If a committee member steps down before the end of a three-year term, then this member will be replaced by the next runner-up in the election, and the new member will complete the remainder of the three-year term.

2. **Library Personnel Committee.** The Library Personnel Committee shall be composed of all tenured library faculty. If the library has fewer than three tenured faculty after accounting for membership on the University Personnel Committee, then the Associate Dean and faculty applicant for tenure and/or promotion shall each submit to the Dean a list of three (3) names of tenured faculty members from academic departments who are qualified to serve on the Library Personnel Committee. Documentation of proposed faculty members' relevant qualifications shall be provided by both the Associate Dean and the faculty applicant. The Dean shall appoint faculty members from these lists until the Library Personnel Committee is comprised of at least three (3) faculty members. The full Library Personnel Committee shall limit its reviews/votes to tenure decisions. Deliberations/votes pertaining to promotion shall be made only by the members of the Library Personnel Committee holding at least the rank for which the candidate is being considered for promotion.

B. The University Personnel Committee and the Library Personnel Committee will meet in person and operate according to the following guidelines.

1. **Quorum and Exceptions.** To act, a numerical majority of personnel committee members must be present to constitute a quorum.

2. **Chairs of Personnel Committees.** By majority vote, members of each personnel committee shall elect a chair at the first meeting before beginning the review of the new applicant cohort. The chair is responsible for organizing meetings, distributing files, forwarding the appropriate materials to the next level, and writing and uploading a letter for the candidate(s) indicating the committee's recommendation.

3. **Voting Policy.** In no instance shall a member of any personnel committee or any administrator in an evaluative role vote, affirm, or reject a recommendation on a candidate's promotion to an academic rank higher than his/her own. Members of each personnel committee shall vote in person via secret ballot on a recommendation for or against tenure and/or promotion. The chair of the personnel committee shall tally the vote in terms of the number in favor and against. In matters where a conflict of interest may arise, members of the personnel committee shall recuse themselves from the process, and the reasons for the recusal documented. Abstentions are permitted but should be rare. All personnel committee members must be present to vote unless on approved leave.

4. **Confidentiality.** All personnel committee discussions during review of tenure and/or promotion portfolios shall remain confidential unless precluded by law, court order, or *Rules and Regulations*.

5. **Disability Accommodations.** Faculty members who require a reasonable accommodation to allow them to participate in the personnel committee process must request such accommodation by submitting the request to the Provost's Office and the Human Resources Director no later than the first Monday in October to allow sufficient time in advance of personnel committee participation for any necessary arrangements to be made. All requests for disability accommodations are subject to the interactive process outlined in Human Resources policies.

VIII. PROCEDURES

A. **Initiate application for Promotion**: A library faculty member may initiate a documented application for promotion consideration when the candidate believes he/she has met the standards for promotion to a select rank. Library faculty members applying for tenure and/or promotion must prepare a **tenure** and/or **promotion dossier**. The tenure and/or promotion dossier must be submitted electronically in Watermark. Each tenure and/or promotion dossier shall consist of:

1. **Current curriculum vitae.** A copy of a current curriculum vitae must be submitted. There must be clear delineation in the vitae as to the scope (i.e., local, state, regional, national/international) and the review process (i.e., peer reviewed or not) for each publication listed. The candidate may include an essay of no more than three (3) double-spaced pages highlighting special accomplishments listed on the curriculum vitae.

2. **Signed F2.08 forms**. Copies of all signed F2.08 forms that pertain to the period of review must be submitted. If the action is tenure and promotion to Associate Professor, then copies of all signed F2.08 forms since the candidate joined Lamar University must be submitted. If the action is promotion to Professor, then copies of all signed F2.08 forms for each year since last promotion must be included.

3. **Signed F2.12 forms**. If the action is tenure and promotion to Associate Professor or tenure alone for library faculty at the rank of Associate Professor or Professor, then copies of all signed F2.12 forms must be included.

4. Evidence of effectiveness and documented accomplishments in the three categories of performance: librarianship, research & scholarship, and service. Evidence of effectiveness and documented accomplishments in librarianship, research & scholarship, and service may be demonstrated through the variety of activities listed in Section IV, Subsections A.1., A.2., and A.3. The library, however, shall establish and maintain guidelines that define specifically the documentation required to be included in the tenure and/or promotion dossier with respect to librarianship, research & scholarship, and service.

B. A library faculty applicant will not be able to modify or add content to his/her dossier in Watermark after the first Monday in October (see Section XVII. Annual Tenure and Promotion Schedule).

C. A library faculty applicant will have viewable access to his/her dossier in Watermark for the full duration of the tenure and/or promotion process.

D. **Library Personnel Committee Review and Recommendation.** The Library Personnel Committee shall study and consider each file and vote on a recommendation to promote or not to promote. In accordance with Section II of this policy, since library faculty members cannot be promoted to the rank of Associate Professor without being awarded tenure, a single combined vote shall be taken for applicants being considered for tenure and promotion to Associate Professor. The chair of the Library Personnel Committee shall write and upload a letter denoting the committee's recommendation. Then, the Library Dean will be notified and instructed to begin his/her review.

E. **Dean's Review and Recommendation.** The next step in the process shall be for the Dean of the Library to study and consider each file and make a recommendation to promote or not to promote each candidate. Then, the Dean shall write and upload a letter indicating his/her recommendation. Then, the University Personnel Committee will be notified and instructed to begin its review.

F. If the Dean of the Library does not hold the rank for which a library faculty applicant is being considered for promotion, the Provost shall appoint a Dean with appropriate rank for the Dean's review and recommendation.

G. **University Personnel Committee's Review and Recommendation.** The University Personnel Committee shall study and consider applications and recommend that each candidate be promoted or not promoted. The chair of the University Personnel Committee shall write and upload a letter for each candidate indicating the committee's recommendation. Then, the Provost will be notified and instructed to begin his/her review.

H. **Provost's Review and Recommendation.** Next, all files and recommendations shall be studied and considered by the Provost, who shall recommend to promote or not to promote each applicant. The Provost shall write and upload a letter for each candidate indicating his/her recommendation. Then, the President will be notified and instructed to begin his/her review.

I. **President's Review and Recommendation, and Board's Action.** The President, after reviewing all pertinent information, shall make a recommendation to promote or not to promote each candidate. The President shall assemble a slate of candidates recommended for promotion and present the slate as a personnel agenda item to The Texas State University System Board of Regents for consideration and final action. The legal authority for library faculty promotion rests with the Board. All promotions, including the granting of tenure, are subject to the approval of the Chancellor and the Board of Regents (see *Rules and Regulations*, Chapter V, Subparagraph 4.2 and Subparagraph 4.3). The decision to promote is usually made at the Board of Regents meeting in May and becomes effective with the start of the next academic year.

J. **Appellate Procedures in Promotion**. A candidate who has been notified in writing that he/she is not recommended for tenure and promotion to Associate Professor may request, in writing, that his/her portfolio advance to the next level of review as a rebuttal of the lower level's recommendation. A candidate who has been notified in writing that he or she is not recommended for promotion to Professor may remove his/her application from consideration or request in writing that it advance to the next level of review as a rebuttal of the lower level's recommendation. An applicant requesting that a recommendation at any level in the review process between the Library Personnel Committee Review and the University Personnel Committee Review be reconsidered must do so, in writing, within seven (7) calendar days after receiving written notification of the recommendation. The written request shall go to the next higher committee chair/academic administrator in the review process. The candidate, any personnel committee member, and/or any administrator in the line of review may attach to the application a written rebuttal to any negative recommendation (i.e., a recommendation not to promote).

K. **University Faculty Promotion Review Committee.** An applicant not recommended for promotion by the Provost may appeal to the University Faculty Promotion Review Committee. The University Faculty Promotion Review Committee shall act as an appellate body for promotion decisions made by the Provost. Members of the University Faculty Promotion Review Committee shall be appointed by the President. Generally, the committee shall be composed of one tenured faculty representative from the library and each of the colleges (except the College of Graduate Studies and Reaud Honors College), plus two Department Chairs and two Deans. Members shall be appointed for staggered, three-year terms. Members can serve concurrently on any personnel committee. If, after review, the University Faculty Promotion Review Committee recommends the candidate for promotion, the file shall be returned to the Provost with written justification for the favorable decision. The Provost shall forward the file and all statements to the President for consideration and subsequent recommendation to the Board of Regents. At no time shall a Department Chair on the University Faculty Promotion Review Committee consider an appeal from a faculty applicant from his/her respective department or shall a Dean on the University Faculty Promotion Review Committee consider an appeal from a faculty applicant from his/her respective college. The Department Chair and/or Dean shall recuse himself/herself from any deliberations by the University Faculty Promotion Review Committee.

IX. SECOND- AND FOURTH-YEAR REVIEW OF PROBATIONARY FACULTY

A. A faculty peer review shall be conducted in conjunction with the faculty evaluation procedure (F2.08 Annual Faculty Evaluation) a minimum of two times, typically during the second and fourth years of the probationary period for library faculty members with tenure-track appointments (see F2.12). The following timeline shall apply to the Second-Year and Fourth-Year reviews:

By February 1:	Dossier due to the chair of the Library Personnel Committee.
By March 1:	The Library Personnel Committee completes and submits review to Department Head.
By March 15:	Department Head completes and submits review to Library Dean.
By April 15:	Library Dean completes and returns review to Department Head.
By May1:	Meeting occurs between Department Head and faculty member to discuss Second-Year or Fourth-Year review.

B. A library faculty member may review and add to the content of his/her dossier at any point during the review process. The addition of materials shall not cause a reconsideration of the dossier by any review body that has already tendered its recommendation; however, the new materials may be considered by subsequent review bodies.

C. If the library faculty member receives creditable service such that a Second-Year Review is not possible, the review shall be conducted after the first full year of service.

D. Reviews at both the second and fourth year of service, while important for faculty development and feedback on progress, do not express or imply tenure outcomes for probationary library faculty members.

X. PRIOR CREDIT FOR TENURE AND/OR PROMOTION

A. At the discretion of the Provost, up to three (3) years of prior service in a tenure-track/tenured position at another accredited college or university may be counted toward the fulfillment of the required probationary period for tenure and promotion to Associate Professor or the period for promotion to Professor.

B. Credit for years of prior service and year of tenure and/or promotion review shall be indicated on the library faculty member's offer letter and initial contract. If tenure is not granted at time of appointment for library faculty members hired at the rank of Associate Professor or Professor, library faculty members shall adhere to the full probationary period schedule for the granting of tenure unless prior service credit for tenure was negotiated.

C. Library faculty applicants for tenure and/or promotion who claim credit for prior service shall submit in their tenure and/or promotion dossier a copy of the appointment letter and/or initial contract detailing the commitment by LU to grant prior service credit.

D. Library faculty applicants for tenure and/or promotion who are granted prior service credit shall submit in their tenure and/or promotion dossier documentation for all work completed at other institutions during the period for which prior service credit is given.

XI. MAXIMUM PROBATIONARY PERIOD FOR TENURE

A. The maximum period of probationary library faculty service in tenure-track status in any academic rank or combination of academic ranks shall not exceed six (6) years of full-time academic service, unless the tenure clock has been tolled as provided in Section XII.

XII. TOLLING THE TENURE CLOCK

A. LU may permit a tenure-track library faculty member to stop the tenure clock for up to two (2) academic years of countable service toward tenure in the probationary period in order to accommodate one or more of the following exigencies and/or hardships: a) childbirth or adoption; b) dependent care (including children, parents, spouses, or other dependents); c) the library faculty member's own illness or other personal emergency; and/or d) the inability of the institution to provide agreed upon facilities for the library faculty member's research.

B. A request to stop the tenure clock shall be submitted prior to the occurrence of the event(s) stated above or, if circumstances dictate, immediately afterwards. Any request submitted after LU provides written notice of commencement of the promotion and/or tenure review process (i.e., distribution and/or posting on the Academic Affairs website of the annual "Faculty Tenure and Promotion Schedule") will not be honored.

C. A library faculty member petitioning to stop the tenure clock shall make a written request to the Dean clearly explaining the basis for the proposed suspension and provide appropriate documentation to demonstrate sufficiently why the request should be granted. Included in the written request also shall be the estimated duration to accommodate the exigency and/or

hardship. The library faculty member is not required to apply for leave in order to qualify for stopping the tenure clock.

D. Upon receipt of the library faculty member's request, the Dean shall provide a recommendation for stopping the tenure clock to the Provost within ten (10) working days.

E. The decision regarding the faculty member's request for stopping the tenure clock shall be made by the Provost. Within ten (10) working days from receipt of the Dean's recommendation, the Provost shall notify the library faculty member and the Dean of the decision.

XIII. EXTERNAL LETTERS OF EVALUATION FOR PROMOTION

A. Letters of evaluation from three (3) independent external professional librarians shall be obtained for library faculty candidates seeking promotion to Professor. The policy and procedures for obtaining external letters of evaluation for library faculty shall align with those detailed in MAPP 02.02.31 (Promotion to Professor – External Reviewers).

XIV. EARLY APPLICATION FOR PROMOTION

A. Library faculty applying early for promotion to the rank of Professor (i.e., prior to the beginning of the fall of the sixth year as an Associate Professor) must disclose that fact and include in the promotion application a written essay containing a justification based upon national/international stature in the discipline. Library faculty may not apply early for promotion to Associate Professor.

XV. REASONS FOR NON-RECOMMENDATION

A. Library faculty members who are not recommended for promotion, or not promoted, shall not be entitled to a statement of reasons for the decision against the recommendation or the decision. All faculty members shall have the right to present a grievance.

XVI. ACADEMIC PROMOTION OF ADMINISTRATORS

A. Library faculty in administrative positions must meet the same criteria for promotion as non-administrative faculty to be considered for promotion in academic rank.

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XVII. ANNUAL TENURE AND PROMOTION SCHEDULE

Date	Procedures
2nd Monday in September	*Deadline*: Provost's Office must be made aware of all faculty candidates seeking promotion.
1st Monday in October	Dossier for tenure and/or promotion due in Watermark to Library Personnel Committee.
3rd Monday in October	Library Personnel Committee's recommendation submitted to Dean of Library.
2nd Monday in December	Recommendation from Dean of Library submitted to Provost.
2nd Wednesday in December	Provost forwards documentation to University Personnel Committee.
1st Monday in February	Recommendation from University Personnel Committee submitted to Provost.
4th Monday in February	Recommendation from Provost submitted to President.

XVIII. REVIEW SCHEDULE AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

XIX. APPROVAL

Dr. Brett Welch
Provost and Vice President for Academic Affairs
Approved: 08/25/2025

Dr. Jaime R. Taylor
Lamar University President
Approved: 09/02/2025

POLICY LOG

Version 1	
03/03/2024	Policy draft completed.
08/26/24 - 09/26/24	Review by campus community completed.
10/15/2024	Policy approved by President.
Version 2	
11/15/2024	Clarified that personnel committees will meet and vote in person.
12/02/2024	Updated policy approved by the President.
Version 3	
04/12/2025	Removed term “equity” from Section I.B and revised pronoun usage throughout document to comply with SB17 (TEC §51.3525).
04/29/2025	Updated policy approved by President.
06/09/2025	Added Section VII.B.5 on accommodations for personnel committees.
06/25/2025	Updated number of calendar days in which candidate can submit a written rebuttal from 15 days to 7 days in Section VIII.J. Faculty Senate Executive Committee reviewed & approved change in summer 2025.
09/02/2025	Updated policy approved by President.
Version 4	
08/28/2026	Updated Section VII.A.1 to change “Faculty Senate will conduct an election” to “the library will conduct an election.” Also revised Section VII.A.2 to explain procedures when there are not enough tenure-line library faculty when tenure-line library faculty serve on University Personnel Committee.
10/05/2026	Edited Section VIII.A to clarify information concerning committee elections (no substantive changes; edited phrasing for readability).