

VIRGINIA COMMONWEALTH UNIVERSITY – VCU LIBRARIES – FACULTY PROMOTION  
GUIDELINES (PILOT)

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LIBRARIANS

# VCU LIBRARIES FACULTY PROMOTION GUIDELINES

## 1.0 GOALS, OBJECTIVES AND AUTHORITY

The faculty of the VCU Libraries are term (non-tenure) faculty, and as such are governed by the [Faculty Promotion and Tenure Policies and Procedures](#) of Virginia Commonwealth University (VCU). The VCU

Libraries Faculty Promotion Guidelines further define the details of the promotion procedures pertinent to the special needs of VCU Libraries faculty with the exception of the University Librarian.

## **1.1 APPOINTING AUTHORITY**

All faculty appointments to VCU Libraries are made by authority of the Board of Visitors. These appointment procedures are outlined in the [Virginia Commonwealth University Faculty Handbook](#) and [Faculty Promotion and Tenure Policies and Procedures](#) (referred to in this document as [FPTPP](#)).

## **1.2 Objectives**

The objectives of the VCU Libraries Faculty Promotion Guidelines are the same as those outlined in the [FPTPP](#).

## **1.3 Relationship of Schools and Departments to University Promotion and Tenure Policy**

The VCU Libraries initiates the promotion process for all term (non-tenure) faculty at the school level. The VCU Libraries Faculty Promotion Guidelines are consistent with the [FPTPP](#) but outline the variations in procedure, composition of the VCU Libraries Peer Review Committee, and criteria for promotion. The VCU Libraries Faculty Promotion Guidelines are reviewed periodically as outlined in Section 11.

## **2.0 FACULTY RANKS AND APPOINTMENTS**

VCU Libraries faculty shall be appointed to one of the following ranks, in descending order: professor, associate professor, assistant professor, or instructor. Promotions from one rank to another are governed by this document and the [FPTPP](#).

## **2.1 GENERAL CRITERIA AND CRITERIA DEFINITIONS FOR TERM (NON-TENURE) FACULTY MEMBERS**

In keeping with the *Joint Statement on Faculty Status of College and University Librarians*<sup>1</sup> developed by the American Association of Colleges and Universities, the Association of College and Research Libraries,

and the American Association of University Professors, and consistent with long-standing practice throughout the academy and at VCU, librarians have faculty rank and status. Promotion at each level is based on demonstrated quality in librarianship and teaching, demonstrated continuing scholarship, performance of service responsibilities within the University, VCU Libraries, profession, and broader community, and appropriate credentials and experience. Virginia Commonwealth University Libraries is committed to fostering an inclusive community within the organization and in the university. Evidence of contributions and accomplishments in the areas of diversity, equity, and inclusion are encouraged across all categories in the promotion review.

The general criteria include:

1. Credentials: As determined by the Academic Status Committee of the Association of College and Research Libraries and endorsed by the American Association of University Professors,<sup>2</sup> the master's degree, either from a [library school accredited by the American Library Association](#) or in another professional or scholarly field where appropriate, is the terminal professional degree for all VCU Libraries faculty members.
2. Demonstrated quality in librarianship and teaching: Librarianship and teaching shall be evaluated primarily upon the impact of a faculty member's contribution to, and support of, the teaching, research, and patient care mission of the university. In addition to teaching in a wide variety of capacities, library faculty members also focus on a special mix of duties demonstrating accomplishments in areas such as creating access to information in a variety of formats; organizing, evaluating, synthesizing, and managing the information assets of the university; developing and sustaining information systems for scholarly information resources; advising and assisting students and faculty in their learning, teaching, and research activities; promoting and developing library programs and activities; conducting research and creating new practice in the field of librarianship and other scholarly disciplines; and administering library operations and services. Faculty members must demonstrate mastery of their discipline and promote best practices of the information professions. Library faculty members are judged by the criteria appropriate to their special mix of duties in librarianship and teaching. All relevant data useful in the evaluation of a faculty member's librarianship and teaching are analyzed, so that a balanced perspective can be attained. Evidence of librarianship and teaching may include and is not limited to (in no particular order):
  - Teaching, including for-credit classes, guest lectures, online, and in other venues
  - Advising and assisting the VCU community in their scholarly pursuits
  - Selecting, acquiring, organizing, and creating the means for discovery and dissemination of scholarly information while being accountable for the financial resources entrusted to them by the university

- Providing organization and management of staff, financial resources, and physical resources such as space, collections, and technology
  - Developing principles, guidelines, and procedures for the development and management of VCU Libraries' collections, spaces and services
  - Advancing the organizational capability of VCU Libraries to provide collections and services
  - Facilitating the advancement of VCU Libraries' and VCU's mission through cooperative engagement within or outside VCU Libraries
  - Supporting the ability of VCU Libraries staff to contribute to the teaching, research, and patient care mission of the university
  - Engaging the community with VCU Libraries' materials or expertise
  - Developing and carrying out programs, exhibits, and collections designed to engage the VCU, regional, national, and world community with scholarly resources and scholars to enrich cultural and scientific understanding
  - Collecting local and historical documents, artifacts, and other materials of intrinsic value to contemporary and future scholars and researchers
  - Preserving, reformatting, and transforming materials over time to ensure enduring access for worldwide research
  - Developing and managing technological information systems
3. Demonstrated continuing scholarship and intellectual growth: VCU Libraries faculty members should continuously engage in productive and creative scholarly activities related to the individual faculty roles and the mission of the VCU Libraries and VCU. They should conduct research as part of their own scholarly pursuits and in the discharge of their faculty responsibilities. At a level appropriate to rank, faculty members are expected to make substantive contributions to their particular disciplines. These contributions may take the form of publications and/or presentations of original research results. They may also include creative endeavors of substances such as works of art, literature, or performance in a faculty member's discipline or professional affiliation. Published works in peer-reviewed, refereed publications are given greater weight than non-refereed publications. Scholarship published in open access sources is encouraged. Evidence of scholarship may include and is not limited to (in no particular order):
- Peer-reviewed monographs, articles, book chapters, research papers
  - Peer-reviewed, juried or invited paper presentations, panel discussions, and poster sessions at professional meetings
  - Conference proceedings, articles in professional publications, and exhibit catalogs
  - Published reviews in peer-reviewed professional and/or scholarly journals
  - Multimedia, software, and other non-print publications and/or presentations
  - Products of community engaged research such as reports, Web sites, media, and presentations produced in partnership with community groups to meet community needs
  - Editorial assistance contributing to the publication of specialized scholarly work
  - Creative endeavors such as poetry, fiction, translations, art exhibits, or performances

- Completion of an additional graduate degree
  - Editorship or contributing editorial services for professional journals, book series, or other compilations
  - Development of new and creative methods or tools in librarianship and teaching
  - Creation and curation of exhibitions outside the university
4. Demonstrated performance in service: VCU Libraries faculty are expected to serve VCU Libraries, the University, the profession, and the broader community, at levels appropriate to their experience and expertise. Library faculty members participate in university governance and in curricular development. They apply their expertise in service to the community and to their disciplines. They are also expected to expand their professional knowledge and to participate in activities designed to improve understanding and practice of the profession. Evidence of such activities may include and is not limited to (in no particular order):
- Local community engagement activities
  - Professional contributions to civic and other organizations
  - Active participation on library, school, or university committees
  - Participation in the work of local, state, national, or international professional or scholarly organizations
  - Committee leadership and office holding within professional organizations at any level
  - Leadership in conference programs, institutes, and workshops
  - Service on boards, commissions, or committees of state, regional, national, or international agencies
  - Professional advisement and consulting services to other libraries, academic, scholarly, or cultural institutions
  - Service as moderator/editor/compiler for professional communications such as email associated lists, blogs, and social media

## 2.2 APPLICATION OF CRITERIA AND CRITERIA RATINGS FOR PROMOTION FOR TERM (NON-TENURE) FACULTY

1. Faculty are expected to have performed at a given rank a sufficient length of time for the Peer Review Committee to be able to judge the candidate's evidence of, and potential for, sustained contributions to VCU Libraries, the University, and the profession. Time in rank is considered to be for full-time service, or an equivalent accumulation of part-time service. The guidelines for the time required in rank before promotion are considered to be general guidelines, to be used as an aid to faculty considering applying for promotion. The Peer Review Committee may consider a candidate for promotion with less time in rank if that candidate has demonstrated exceptional performance. Time spent on leave of absence shall not be credited towards time in rank unless

such credit is approved in writing by the University Librarian prior to the commencement of the leave. Service at another institution at an equivalent or higher rank will be credited towards the time in rank provision as determined in writing at the time of initial appointment. The specific criteria for each rank follows:

- Instructor: This is an entry level faculty rank that requires little or no experience. Appointments at this rank require expectation of successful overall performance and the potential for a promising career.
  - Assistant Professor: Appointment or promotion to assistant professor indicates very good performance in librarianship and teaching over time, demonstrated potential for scholarship and professional growth, and a record of service to the university, community, and profession. The candidate will generally have a minimum of thirty-six months at the rank of instructor at the time the dossier is submitted.
  - Associate Professor: Appointment or promotion to this level requires a sustained record of achievement as an assistant professor, demonstrated attainment in librarianship and teaching, continuous record of scholarly activities with publications, professional growth, and leadership in professional service indicating progress towards a national or international reputation. The candidate will generally have a minimum of seventy-two months at the rank of assistant professor at the time the dossier is submitted.
  - Professor: The rank of professor is the highest academic rank. Appointment or promotion to this level requires successful service over time as an associate professor, consistently outstanding performance in librarianship and teaching, an extensive record of scholarly activity and professional service, and national or international recognition for professional achievements. The candidate will generally have a minimum of seventy-two months at the rank of associate professor at the time the dossier is submitted.
2. Evaluation of promotion categories will be made according to the VCU Libraries rating scale which includes the following ratings: excellent, very good, satisfactory and unsatisfactory. The rating of excellent is defined as outstanding, the highest quality, or superior merit. The rating very good denotes quality, thoroughness, or high acceptability, while the rating of satisfactory implies acceptability, competence, or passable. The rating of unsatisfactory means a failure to meet the specified criteria. The category Credentials is rated as “satisfactory” or “unsatisfactory.” Promotion recognizes past achievement in the profession and establishes the expectation of continued growth, expanded responsibility, and significant accomplishments. Promotion to the ranks of assistant professor, associate professor, and professor requires a record of success at the lower rank. All categories are considered during the promotion review process. Performance in Librarianship and Teaching is weighted most heavily when determining a final recommendation for promotion; however, performance in Librarianship and Teaching alone is not sufficient for promotion. Specific ratings required for promotion to each rank above Instructor are defined in 2.2.1.
  3. The scoring on the summary scale reflects the expectations for performance at that rank and is not intended to be applied equally across ranks. For example, the level of accomplishment deemed as

excellent for an instructor who is a candidate for promotion to assistant professor may rate as very good or satisfactory for an assistant professor who is a candidate for promotion to associate. Candidates receiving a rating of “unsatisfactory” in any category will not be recommended for promotion.

- Ratings for Librarianship and Teaching: The rating of satisfactory is given to candidates who meet expectations and successfully perform their special mix of duties. Candidates with this rating have developed and sustained the necessary skills to accomplish their responsibilities. A satisfactory rating is assigned to those faculty member who demonstrate basic effectiveness in their teaching and faculty role. A rating of very good indicates that a faculty member has demonstrated initiative while performing at a highly competent level. The individual has directed or taken significant responsibility for the application of innovative technologies, the initiation of new services or programs, or the development of new knowledge that have had an impact on VCU or the VCU Libraries. Faculty members receiving a very good rating show a continuing high-level performance in their teaching and special mix of duties with continuity and connection between individual activities. A rating of excellent is given to those faculty members who demonstrate consistently superior performance at a rigorous and challenging level. Those earning a rating of excellent use their professional experience, knowledge of specific disciplines, individual research, and creativity to innovate, teach, and enhance collections, access, or information management. Faculty members with an excellent rating have demonstrated critical thinking and shown exceptional insight into organizational issues, and have consistently made sound and creative decisions while applying professional knowledge and experience for problem resolution. Examples of accomplishments in librarianship and teaching may be found in Section 2.1.2.
- Ratings for Scholarship: Faculty members receiving a satisfactory rating for scholarship have an activity record which includes publications, presentations, or other exhibitions of scholarly activity within the university and in professional venues. The very good rating reflects intellectual achievements such as publications, presentations, or exhibition of scholarly activity in selective or peer-reviewed venues. The rating of excellent is awarded for scholarship when the sustained academic achievements include high-quality publications in peer-reviewed selective venues or when scholarly or creative endeavors receive national or international recognition. Examples of accomplishments in scholarship may be found in Section 2.1.3.
- Ratings for Service: Faculty members receiving a satisfactory rating for service have actively participated in committees or groups that have had an impact on the VCU Libraries, specific departments within VCU, or on the profession locally. A rating of very good indicates participation in either committees or groups that have had an impact on VCU, the profession nationally, or the community; or leadership in committees or groups that have an impact on VCU Libraries. The rating of excellent in service is given for leadership of committees or groups that have enhanced the reputation of VCU or the

VCU Libraries, have had an impact on the community, or have been acknowledged by the profession nationally or internationally. Examples of accomplishments in service may be found in Section 2.1.4.

4. Methodology: The committee should strive to reach consensus in rating each criterion for each candidate. Candidates with an “unsatisfactory” in any category shall not be recommended for promotion.
5. Minimum Required Score for Promotion to Assistant Professor: ratings of not less than “very good” in librarianship and teaching and a minimum of “satisfactory” in the other categories.
6. Minimum Required Score for Promotion to Associate Professor: ratings of “excellent” in librarianship and teaching and a minimum of “very good” in one category and “satisfactory” in the other.
7. Minimum Required Score for Promotion to Professor: ratings of “excellent” in librarianship and teaching and in one other category, and a minimum rating of “very good” in the other.

## **3.0 DEFINING APPOINTMENTS**

VCU Libraries faculty hold term (non-tenure) faculty positions. Individual faculty members may occasionally be tenured as teaching faculty within other schools. Criteria for promotion of faculty within VCU Libraries are outlined in this document.

### **3.1 CONTINUING REVIEW OF FACULTY**

VCU Libraries faculty shall be evaluated annually using criteria consistent with the [Faculty Roles and Reward Policy](#) and guidelines established by VCU Libraries.

### **3.2 ADMINISTRATIVE TITLES**

Some faculty may be assigned titles designating administrative responsibilities (e.g., Head, Team Leader, Manager). Administrative titles and the compensation for administrative responsibilities are not tied to specific faculty ranks.

### **3.3 NOTICE OF APPOINTMENTS**

VCU Libraries follows the University guidelines as described in Section 3.7 of the [FPTPP](#).

### **3.4 JOINT APPOINTMENTS WITH NON-UNIVERSITY AGENCIES**



VCU Libraries follows the University guidelines as described in Section 3.8 of the [FPTPP](#).

## **4.0 UNIVERSITY PROMOTION AND TENURE POLICY REVIEW COMMITTEE**

The University Promotion and Tenure Policy Review Committee serves as the review body for all promotions and for promotion guidelines and procedures, as described in Section 4.0 of the [FPTPP](#).

## **5.0 VCU LIBRARIES PEER REVIEW COMMITTEE**

The following procedures govern considerations of promotion and supplement the general procedures outlined in the [FPTPP](#). Promotion is initiated at the school level for VCU Libraries. The VCU Libraries Peer Review Committee will serve as the school-level promotion committee for VCU Libraries. The Peer Review Committee applies their judgment on the candidates' qualifications for promotion based on evidence of, and potential for, sustained contributions to VCU Libraries, the University, and the profession. Annual reviews provide complementary evidence to be considered as part of the larger promotion dossier, and they should not serve as the sole basis for a promotion decision.

### **5.1 COMMITTEE ELECTION AND TERM OF OFFICE**

1. The VCU Libraries Faculty Organization Nominating Committee will nominate from the full-time faculty a slate of candidates for three positions on the VCU Libraries Peer Review Committee. All VCU Libraries full-time faculty, except the University Librarian, are eligible for election. The VCU Libraries Peer Review Committee should include a maximum of one member at the rank of instructor at any one time. If a candidate applies for a rank that is higher than that of any member of the committee, then the committee must add a member of at least the same rank to which the applicant aspires. The slate will be presented in February and the election shall take place in March. Members of the Peer Review Committee shall serve staggered three-year terms. Those who have served a three-year consecutive term are ineligible to serve for one year. Supervisors of candidates and their associate university librarians will recuse themselves from discussions and voting in those reviews.
2. The elected Peer Review Committee will meet prior to the first working day in May to select a committee chair.
3. The chair of the Peer Review Committee with consent of the other members and in consultation with the University Librarian may select up to two additional full-time VCU Libraries faculty to

serve on the Peer Review Committee for one year if additional expertise is required or if a large pool of candidates apply for promotion. In the years when a faculty member from VCU Qatar applies for promotion the chair of the Peer Review Committee, in consultation with the library director of VCU Qatar, will select a member of the VCU Qatar faculty to serve on the committee. The VCU Qatar faculty member will serve as a full member of the committee and participate in the evaluation of all candidates. These appointments shall be made following the deadline for application for promotion.

4. The Peer Review Committee will also include two members, both of whom will serve for one year:
  - Faculty: One tenured VCU faculty member from a school other than VCU Libraries
  - Student: One non-voting student member
5. The chair of the Peer Review Committee will select these members with advice from the University Librarian and consent of the other elected Peer Review Committee members. These appointments shall be made following the deadline for application for promotion.
6. If an elected member of the Peer Review Committee leaves employment at VCU Libraries before the expiration of his/her term, the chair of the Peer Review Committee will appoint a new member from the full-time VCU Libraries faculty to complete that year's promotion cycle. A replacement member of the Peer Review Committee will be elected in March following the standard procedures used by VCU Libraries Faculty Organization to complete the unexpired term.

## **6.0 UNIVERSITY APPEAL COMMITTEE**

The University Appeal Committee shall review faculty appeals as specified in Section 6.0 of the FPTPP.

## **7.0 ACADEMIC REVIEW PROCEDURES FOR PROMOTION FOR TERM (NON-TENURE) FACULTY MEMBERS**

The VCU Libraries Peer Review Committee shall serve as the promotion committee. The Peer Review Committee shall conduct a substantive evaluation of each candidate for promotion.

1. No later than May 1, the chair of the Peer Review Committee will send a notice to all VCU Libraries faculty of the need to submit requests for promotion.
2. Candidates will submit to the chair of the Peer Review Committee a letter of intent to apply for promotion no later than June 1.
3. Candidates will apply for promotion in writing to the chair of the Peer Review Committee by the first working day in July. Candidates will submit, with this application, their dossier (in the format specified by the Peer Review Committee), to include all supporting documentation,

including curriculum vitae, documentation of the time in current rank such as an offer letter, letter of promotion, or other documentation deemed acceptable to the Peer Review Committee, individual work plans developed in accordance with the Faculty Roles and Rewards Policy, prior reviews, and letters of recommendation from at least four persons who can serve as references to the candidate's background, abilities, and performance. These letters of recommendation may be from individuals at VCU or may come from references outside of the university. The references must include the candidate's current supervisor. (If letters of recommendation have not been received by the deadline for the dossier, the candidate shall be responsible for supplying them in a timely manner.)

4. Candidates should also include a selective collection of other materials illustrating the range of their professional activities. In the case of documents produced under multiple authorship, candidates will identify specific contributions or level of involvement. Copies of all documents cited should be included in the dossier.
5. Candidates must provide a single statement, generally not to exceed three pages, highlighting achievements in each promotion category.
6. The chair of the Peer Review Committee will provide each candidate with a list of Peer Review Committee members and acknowledge receipt of the candidate's dossier, in writing, by the fifteenth working day in July.
7. For promotions to the rank of assistant professor, the Peer Review Committee reserves the right to seek additional information about candidates from sources other than those supplied by candidates. This includes individuals who are directly familiar with the candidate's work or individuals recognized as experts in the field. The Peer Review Committee will prepare a written summary of all oral interviews and place the document in the candidate's dossier. Additional written information solicited by the committee will also be placed in the candidate's dossier.
8. For promotions to the ranks of associate professor and professor, candidates shall submit a list of up to six names of individuals outside VCU competent to comment on the qualifications of the candidate. External reviewers must be individuals with expertise in the candidate's field or a related scholarly field who can provide an independent review of the candidate's work. Persons who have co-authored publications, have collaborated on research, or have been institutional colleagues or academic mentors/advisors of the applicant normally should be excluded from consideration as outside evaluators. Evaluations shall be solicited from persons suggested by the candidate and persons suggested by the Peer Review Committee. Only the Peer Review Committee shall solicit and receive external evaluations. The committee shall place into the dossier a list of persons solicited for letters and identify each person as either named by the candidate or named by the committee. All solicited letters received must be included in the dossier. The Peer Review Committee will obtain written evaluations of the candidate's qualifications in all the promotion categories from at least three external evaluators, including at least one evaluator suggested by the candidate and at least one evaluator suggested by the Peer Review Committee.

9. The committee will provide each external evaluator with the candidate's curriculum vitae, a summary statement of the VCU Libraries Faculty Promotion Guidelines, and any additional documentation deemed necessary for the evaluation. The committee also has the prerogative to ask the candidate for additional documentation. The candidate will be notified in writing if individuals (other than the external evaluators above) are contacted for information about the candidate. A summary record will be written for each oral evaluation statement made by persons contacted by the committee. The accuracy of the summary record will be confirmed in writing by the person providing the oral evaluative statement. Summary statements will become a part of the dossier. Additional written information solicited by the committee will also be placed in the candidate's dossier.
10. All dossiers and material related to the review process will be treated as confidential. The print dossiers will be kept in the VCU Libraries administrative offices and will be removed only during Peer Review Committee work by committee members. Material will be secured at all times when not in use. The committee, the faculty, and the Administration will be required to respect the confidentiality of all deliberations. No communication about the promotion deliberations should take place outside of the guidelines established in this document.
11. The Peer Review Committee will meet as scheduled to review, evaluate, and vote on recommendations regarding promotion. The Committee will forward written recommendations including statements of justification for each candidate, along with completed dossiers, to the University Librarian by the first working day in November. The written recommendations and justifications will include a VCU Libraries Rating Scale of the criteria for promotion and a Summary Faculty Performance Evaluation. In all cases, the recommendation will reflect the majority opinion of the Committee. All voting members of the Committee are required to vote on all recommendations by secret ballot. Minority recommendations will not be submitted.
12. The Peer Review Committee recommends that a candidate seek advice from colleagues and perhaps the VCU Libraries Faculty Organization's Professional Development Committee regarding dossier preparation in order to maximize their chances for a successful promotion.

## **8.0 ADMINISTRATIVE REVIEW FOR ACADEMIC PERSONNEL ACTIONS**

The University Librarian of VCU Libraries will perform the administrative review for all candidates for promotion.

1. The University Librarian will review all dossiers. If the University Librarian believes that recommendations made by the Peer Review Committee are inconsistent with the evidence in the candidate's dossier or with existing guidelines, the University Librarian will return the dossier by

the fifteenth working day in November for reconsideration. The recommendations can only be reconsidered once. The University Librarian will identify the inconsistencies to be addressed. All documentation reflecting referral to the committee for reconsideration for any reason shall be maintained as a part of the candidate's dossier.

2. The University Librarian will prepare a written evaluation of the completed dossier and a recommendation for each candidate, including an explicit statement that discloses the recommendation of the Peer Review Committee. The University Librarian will deliver this evaluation letter and recommendation (excluding the letters from the external reviewers, as specified in Section 8.1 of the [FPTPP](#)) to the candidate no later than the 15th working day in December. Each candidate will then have until the 10th working day in January to review materials to be forwarded to the University. The candidate will have the options of continuing the process without comment, of withdrawing, or of continuing the process with his or her written comment on the proceedings and recommendations. No additional material may be added to the candidate's dossier after submission of his or her written comments.
3. The University Librarian will submit recommendations to the Office of the Provost, formatted as directed by the Office of the Provost and complying with deadlines established by that office.

## 9.0 APPEAL PROCESS

If the review of the Provost does not support promotion, a candidate may appeal the decision according to the procedures outlined in the [FPTPP](#). The candidate has 15 working days from notification to appeal the decision of the Provost.

### 9.1 RECORD-KEEPING

1. If there is no appeal, the University Librarian must return the dossier to the candidate by August 1. All related materials external to the dossier generated by the Peer Review Committee in any medium will be destroyed at the end of the review period, August 1.
2. In case of appeal, dossiers will be kept in the VCU Libraries Administrative Office until the appeal process has run its course as described in [FPTPP](#).

## 10.0 THE PRESIDENT AND BOARD OF VISITORS

The President is authorized to recommend faculty promotions to the Board of Visitors as specified in the [FPTPP](#).

## 11.0 PROCEDURES FOR REVIEW AND AMENDMENT OF THIS DOCUMENT

The VCU Libraries Faculty Promotion Guidelines will be reviewed by the Peer Review Committee every five years. If the FPTPP is revised, the VCU Libraries Peer Review Committee or a task force appointed or elected by the VCU Libraries faculty will revise the VCU Libraries Faculty Promotion Guidelines to conform to University policies and procedures. Proposed changes will be reviewed by the VCU Libraries faculty at a faculty meeting. The proposed changes to the VCU Libraries Faculty Promotion Guidelines must be distributed one week prior to the faculty meeting. A majority vote of the faculty shall be required for the approval of a revised VCU Libraries Faculty Promotion Guidelines document. The University Promotion and Tenure Committee reviews VCU Libraries Faculty Promotion Guidelines to insure conformity with university policies and procedures.

**Initially adopted June 1987 (rev. February 2006); (rev. December 2013); (rev. February 2015); (rev. Aug. 2022)**

1. Joint Committee on College Library Problems, a national committee representing the Association of College and Research Libraries, the Association of American Colleges (now the Association of American Colleges and Universities), and the American Association of University Professors. "Joint Statement on Faculty Status of College and University Librarians," 1972, rev. and adopted by the AAUP's Council and the ACRL in 2012. Accessed July 7, 2014.  
<http://www.aaup.org/file/faculty-status-of-librarians.pdf> (See Appendix II)
2. Association of College & Research Libraries. "Statement on the Terminal Professional Degree for Academic Librarians," 1975. Modified and reaffirmed 2011. Accessed July 7, 2014.  
<http://www.ala.org/acrl/standards/statementterminal>

## APPENDIX I

### SCHEDULE FOR PROMOTION REVIEW: VCU Libraries

JANUARY

*10th working day in January:* Last day for candidate to review, add comments to file, or withdraw.

## FEBRUARY

Slate is presented (from Nominating Committee) for new positions for VCU Libraries Peer Review Committee.

## MARCH

Election of Peer Review Committee by the faculty of the VCU Libraries (including the faculty at VCU Qatar library)

## APRIL/MAY

*Prior to the 1st working day in May:* The elected Committee meets to select a committee chair.

*No later than May 1:* Chair sends notice to all VCU Libraries faculty of the deadline to submit requests for promotion.

## JUNE

*By June 1:* Candidates submit letters of intent to apply for promotion to the Chair of the VCU Libraries Peer Review Committee.

## JULY

*1st working day in July:* Deadline for application for promotion.

*After July 1 and before 15th working day of July:*

1. One non-VCU Libraries faculty member and one non-voting student are chosen for the committee.
2. Chair may select up to 2 additional faculty to serve on VCU Libraries Peer Review Committee if needed.

*By 15th working day of July:*

1. Chair acknowledges receipt of the candidate's dossier, in writing.
2. Chair provides each candidate with a list of VCU Libraries Peer Review Committee members.

## AUGUST

*By 1st working day in August:* Chair notifies all parties of any change in VCU Libraries Committee membership.

### AUGUST 1:

1. If there was no appeal from candidates from previous July on decision given by June 30, University Librarian returns dossier to candidates.
2. All materials (for candidates who applied the previous July) external to the dossier and/or generated by the Committee in any medium will be destroyed.

## SEPTEMBER

*September 1:* Last day for Peer Review Committee to request additional documentation from candidates.

*September 15:* Last day for candidates to provide additional documentation to dossier if suggested by Committee.

## NOVEMBER

*1st working day in November:* Last day for Committee to forward recommendations to University Librarian.

*15th working day in November:* Last day for University Librarian to return recommendations for reconsideration.

## DECEMBER

*1st working day in December:* Last day to resubmit recommendations to the University Librarian.

*15th working day in December:* Last day for the University Librarian to notify candidates of VCU Libraries decisions.



# APPENDIX II

## Joint Statement on Faculty Status of College and University

### Librarians

*The statement that follows was prepared by the Joint Committee on College Library Problems, a national committee representing the Association of College and Research Libraries, the Association of American Colleges (now the Association of American Colleges and Universities), and the American Association of University Professors. The statement was endorsed by the board and annual meeting of the Association of College and Research Libraries, a division of the American Library Association, in 1972. It was reaffirmed by the ACRL board in June 2001 and 2007. It was adopted by the Council of the American Association of University Professors in April 1973 and endorsed by the Fifty-ninth Annual Meeting. Additional revisions were made by a joint subcommittee of the ACRL and the AAUP in June 2012; the revised text was adopted by the AAUP's Council and the ACRL in 2012.*

As the primary means through which students and faculty gain access to the storehouse of organized knowledge, the college and university library performs a unique and indispensable function in the educational process. This function will grow in importance as students assume greater responsibility for their own intellectual and social development. Indeed, all members of the academic community are likely to become increasingly dependent on skilled professional guidance in the acquisition and use of library resources as the forms and numbers of these resources multiply, scholarly materials appear in more languages, bibliographical systems become more complicated, and library technology grows increasingly sophisticated. The librarian who provides such guidance plays a major role in the learning process.

The character and quality of an institution of higher learning are shaped in large measure by the nature and accessibility of its library resources as well as the expertise and availability of its librarians.

Consequently, all members of the faculty should take an active interest in the operation and development of the library. Because the scope and character of library resources should be taken into account in such important academic decisions as curricular planning and faculty appointments, librarians should have a voice in the development of the institution's educational policy.

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

In addition, librarians contribute to university governance through their service on campus-wide committees. They also enhance the reputation of the institution by engaging in meaningful service and outreach to their profession and local communities.

Where the role of college and university librarians, as described in the preceding paragraphs, requires them to function essentially as part of the faculty, this functional identity should be recognized by granting of faculty status. Neither administrative responsibilities nor professional degrees, titles, or skills, per se, qualify members of the academic community for faculty status. The function of the librarian as participant in the processes of teaching, research, and service is the essential criterion of faculty status.

College and university librarians share the professional concerns of faculty members. Academic freedom is indispensable to librarians in their roles as teachers and researchers. Critically, they are trustees of knowledge with the responsibility of ensuring the intellectual freedom of the academic community through the availability of information and ideas, no matter how controversial, so that teachers may freely teach and students may freely learn. Moreover, as members of the academic community, librarians should have latitude in the exercise of their professional judgment within the library, a share in shaping policy within the institution, and adequate opportunities for professional development and appropriate reward.

Faculty status entails for librarians the same rights and responsibilities as for other members of the faculty. They should have corresponding entitlement to rank, promotion, tenure, compensation, leaves, and research funds.

Librarians should be offered the opportunity to have either academic-year appointments with salary and benefits commensurate with those of other faculty members or calendar-year appointments with additional compensation for summer work as is customary for faculty members who take on summer

teaching assignments. As with faculty members in other academic departments on campus, librarians should be responsible for the development of their promotion and tenure criteria. Because of the special teaching role of librarians, criteria and standards may differ from traditional classroom faculty, but they must be comparable in rigor and content. Promotion and tenure guidelines should be approved by whatever faculty body is responsible for the establishment of promotion and tenure procedures and policy. Faculty librarians should go through the same process of evaluation as other faculty members.<sup>1</sup>

On some campuses, adequate procedures for extending faculty status to librarians have already been established. These procedures vary from campus to campus because of institutional differences. In the development of such procedures, it is essential that the general faculty or its delegated agent determine the specific steps by which any professional position is to be accorded faculty rank and status. In any case, academic positions that are to be accorded faculty rank and status should be approved by the senate or the faculty at large before submission to the president and to the governing board for approval.

With respect to library governance, it is to be presumed that the governing board, the administrative officers, the library faculty, and representatives of the general faculty will share in the determination of library policies that affect the general interests of the institution and its educational program. In matters of internal governance, the library will operate like other academic units with respect to decisions relating to appointments, promotions, tenure, and conditions of service.<sup>2</sup>

1. See the 1940 *Statement of Principles on Academic Freedom and Tenure*, in AAUP, *Policy Documents and Reports*, 10th ed. (Washington, DC: AAUP, 2006), 3–11; the 1958 *Statement on Procedural Standards in Faculty Dismissal Proceedings*, *ibid.*, 12–15; and the *Statement of Principles on Leaves of Absence*, *ibid.*, 254–55.
2. See the *Statement on Government of Colleges and Universities*, *ibid.*, 135–40.