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Time Towards Tenure Dean's Procedures for University Libraries

Annie Bélanger

Grand Valley State University, belange1@gvsu.edu

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Time Towards Tenure

Dean's Procedures for University Libraries

Introduction

The Dean has the authority to grant time towards tenure as per BOT Policy 4.2.7 at the time of appointment. The policy allows for up to 3 years of equivalency at another academic institution. Once granted, it cannot be subsequently changed, rescinded or revoked. The ability to pause the tenure clock as granted by BOT Policy 4.2.7.2 remains available to faculty members who have been awarded time towards tenure.

This document outlines the approach that the Dean of University Libraries will use in granting time towards tenure in order to advance transparency and accountability in the granting of equivalency.

Relevant Policies & Guidelines

University Policies

[BOT 4.2.7](#)

“Allowance may be given for up to three (3) full-time equivalent years of service of an academic nature in other institutions of higher learning at the rank of Assistant Professor or higher, service as a Librarian or full-time service as a visiting faculty member at the rank of Assistant Professor or higher at the University.

If one (1) year of prior service allowance is given, the first probationary appointment will be for three (3) years and the contract renewal review will take place in the second year of the initial 3-year contract. If the contract renewal is successful for a 2-year contract,

Drafted by Annie Bélanger

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the tenure review will take place in the fifth appointment year unless extended per Section 4.2.7.2.

If two (2) years of prior service allowance is given, the first probationary appointment will be for three (3) years and the contract renewal review will take place in the second year of the initial 3-year contract. If the contract renewal is successful, the tenure review will take place in the fourth appointment year unless extended per Section 4.2.7.2.

If three (3) years of prior service allowance is given, the probationary appointment will be for four (4) years. The tenure review will be the only formal review and will take place in the third appointment year unless extended per Section 4.2.7.2. However, at the time of appointment, if the candidate requests and the dean approves, a pre-tenure review will take place in the second year of the initial 4-year contract.

The exact number of years equated toward the probationary period will be stipulated in writing as a part of the appointment process. Years granted for prior service count towards promotion eligibility. Years granted for prior service affect sabbatical eligibility as described in Section 4.2.25.

If allowance for previous service is stipulated, it shall not subsequently be changed, rescinded or revoked. Notwithstanding any other provision of the Board of Trustees' Policies, a regular faculty member's probationary period shall not be extended once it is established.”

University Libraries Personnel Process Guidelines

Tenure

“University Libraries candidates for tenure must have a documented record of a consistently high standard of performance in core professional skill areas of effectiveness, professional recognition through scholarship and creativity, and contributions to the institution, profession, and/or community through service. [...] It is anticipated that the candidate will have shown consistent engagement in the position and the profession.” [Section 4.2 page 10]

In the case that a faculty member brings in years of credit from a prior institution, some activities from these years may be included and should be considered in the faculty member’s tenure/promotion. [Section 4.2 page 10 and section 4.4 page 14]

Professional effectiveness

The guidelines do not articulate any specificity about time towards tenure under professional effectiveness. The Dean will provide the equivalent of satisfactory professional effectiveness for the time granted.

Service

“Normally, tenure track library faculty who are in their first year, at any rank, are not expected to participate in service activities so that they may concentrate on developing competence in professional effectiveness and scholarship (see 4.3.3).” [section 2.3 page 6]. As time is granted towards tenure, a new tenure track faculty in their first year at GVSU may opt to continue engaging in service commitments that were preceding arrival at GVSU.

“The general expectation is that **by the time of tenure review, library faculty will have engaged in service to the institution and profession.**” [section 2.3 page 6]. At a minimum, baseline service activities must be met on a yearly basis in order to have a satisfactory rating for service in the annual review process. [section 2.3 page 7]

Scholarship

“To attain tenure, a **candidate must demonstrate at least one completed scholarly contribution while at GVSU.**” [section 4.2 page 10 and section 4.4 page 14]. Additionally, a consistent pattern of scholarly and creative activity must be demonstrated and sustained.

Dean’s Process

1. The Dean mentions as part of the offer dialogue that time towards tenure can be requested by the selected candidate and the associated process.
2. The selected candidate can state that they want to be considered as well as how much time they believe they may qualify for.
3. The Dean will review the CV to ascertain if a selected candidate qualifies for time towards tenure.
4. If so, how much time towards tenure as well as what will be counted towards tenure for each of the following categories:
 - a. Professional effectiveness
 - b. Service
 - i. To the Libraries
 - ii. To the Institution
 - iii. To the profession

- c. Scholarly and creative activity
 - i. Advancement of Knowledge/Creative Expression:
 - ii. Scholarly Engagement
 - iii. Professional Development
- 5. The Dean will communicate with the selected candidate to share their assessment and what can be granted.
- 6. The selected candidate will confirm verbally that they want time towards tenure and how much of the amount the Dean is willing to grant based on the CV information.
- 7. The Dean will document the time granted towards tenure as well as the items accounted for in the offer letter.
- 8. The Dean will create a portfolio letter for the candidate to use in personnel actions that articulates the time granted towards tenure as well as what items were counted.
- 9. The candidate must include the letter in their portfolio and ensure evidence is included in the portfolio in line with the letter.

Appendix - Portfolio Letter Sample

[Date]

[Full Name]

[Address]

Dear [Salutation] [Last Name],

This letter is for use in your personnel action portfolios.

In line with BOT 4.2.7 and University Libraries' Guidelines for Faculty Reviews, 4.2 Tenure, page 18, I am granting an allowance of one (1) full-time equivalent years of service as an Assistant Librarian in light of your work experience at another institution of higher learning. This one (1) year granted for prior service counts towards promotion eligibility (BOT 4.2.7) as well as sabbatical eligibility (BOT 4.2.25.1). This stipulated previous service allowance cannot subsequently be changed, rescinded or revoked.

Since one (1) year of prior service allowance is given, the first probationary appointment will be for three (3) years and the contract renewal review will take place in the second year of the initial 3-year contract. If the contract renewal is successful for a 2-year contract, the tenure review will take place in the fifth appointment year, unless extended per Section 4.2.7.2 (Extending Probationary Appointments by Pausing the Tenure Clock).

In line with University Libraries' Guidelines for Faculty Reviews, I am documenting what is being counted as part of your 1 year of service allowance. Please include evidence in line with these in your portfolio.

- Professional effectiveness: The equivalent of [NUMBER (#)] year of satisfactory professional effectiveness as [TITLE] at [ORGANIZATION]
- Service to the Libraries:
 - [INSERT]
- Service to the Institution:
 - [INSERT]
- Service to the Profession:
 - [INSERT]
- Scholarly Output:
 - Advancement of Knowledge/Creative Expression:
 - [INSERT]
 - Scholarly Engagement
 - [INSERT]

- Professional Development
 - [INSERT]

Sincerely,

[Dean's Signature]

[Dean's Full Name]

Dean of University Libraries