University of South Carolina School of Law, Law Library
Law Librarians Tenure Policy and Criteria
Approved by the Law Library Tenured Faculty on June 29, 2017
Based on the University of South Carolina Faculty Manual, Columbia, Revised June 10, 2016
Approved by the University Committee on Tenure and Promotion on
December 11, 2017

INTRODUCTION

The University of South Carolina School of Law prepares students for a career in the legal profession, focusing on education for professional leadership. The Law Library faculty is primarily a service rather than a teaching or research faculty. Its members are partners with the teaching faculty and administration in maintaining and enhancing the quality of instruction, research, and service at the University. In keeping with University policies, the tenure policy of the Law Library is designed to contribute to the academic and scholarly excellence of the University by fostering high standards of librarianship.

The responsibility of the Law Library is to acquire and access materials in support of the Law School curriculum, to organize them physically and bibliographically, to facilitate access to them through appropriate technologies, to preserve them, and to provide assistance not only to Law faculty and students, but also to the University community, state government, bar and citizens of the state of South Carolina. This complex mission requires an awareness of technological advances, database files and services, research collections and other means by which the librarian connects users and information. Successful performance of this role requires that librarians be involved in, aware of and responsive to the information needs of academic programs while working within generally accepted standards, policies, and rules.

The Law Library is directed by the Associate Dean and Director of the Law Library. As a member of the Department of Legal Studies faculty, the Associate Dean's tenure and promotion is governed by the policies and procedures applicable to other members of the School of Law faculty. Tenure and promotion of all other professional librarians on the Law Library staff are governed by the policies and criteria in this document.

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

APPOINTMENT

Terms of appointment shall follow institutional procedures for all faculty as outlined in the University's Policies and Procedures Manual. At the time of appointment, all faculty members are to be advised of the University's renewal and tenure procedures and provided a copy of the Law Library's Tenure Policy and Criteria. Candidates for appointment are normally expected to hold the master's degree in library science from an institution accredited by the American Library Association or in another professionally appropriate discipline. Candidates for appointment as reference librarians are normally expected to hold both a Master's degree in library science and a law degree from an institution accredited by the American Bar Association.

TENURE POLICY

The policy statement will be reviewed on a regular basis by the Law Librarian Tenure Committee. Any recommended changes will be forwarded to the tenured Law Library faculty for approval.

SUMMARY FOR THE CANDIDATE

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

Evidence of the following must be provided:

> **Librarianship,**
> **Professional Growth, and**
> **Service.**

If the candidate has been active in the area of research and scholarship, evidence of this activity should also be included in the file.

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

TENURE CRITERIA

All candidates for tenure must demonstrate a consistently high standard of performance in the core professional skill areas of **Librarianship, Professional Growth and Service**. A "consistently high standard of performance" for Librarianship, Professional Growth and Service equates to at least Excellent performance, as defined in this document.

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

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

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

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

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

Librarianship, because it contributes most directly to the academic community, is the most important consideration for the granting of tenure. Although Research and Scholarship is encouraged, it is not required for the granting of tenure. A record of research and scholarship will be a value-added element in the files of those candidates who engage in this activity while maintaining a consistently high standard of performance in the core professional skill areas. Tenure shall be granted upon demonstration of the following:

Librarianship refers to competence, creativity and initiative in the performance of professional responsibilities, effectiveness in applying subject knowledge and bibliographic techniques in building, organizing and maintaining library collections, skills in meeting user needs and in stimulating wider use of resources, and development of administrative skills necessary for the operation of the library, i.e., the duties

and activities which constitute the librarian's primary responsibilities. The following list is not exhaustive, nor are the items listed in rank order; candidacy need not be supported by all items listed.

1. Developing library resources through the selection and acquisition of library materials.

2. Instructing and advising library users and colleagues, both formally and informally, in the efficient and effective use of library resources, including teaching classes as an instructor.

3. Extending access to library resources through bibliographic control.

4. Demonstrating effective interpersonal communication skills with library users and colleagues.

5. Using appropriate bibliographic tools to assist library users in information acquisition.

6. Organizing bibliographic and other information files.

7. Developing innovative programs which facilitate the delivery of library or informational services.

8. Improving departmental performance through creative problem-solving.

9. Extending access to library resources or developing additional resources through the creation of web pages or through other technological advances.

10. Ensuring continuing access to library resources through implementation of advanced preservation and conservation methodologies.

11. Providing efficient access to materials available remotely through document delivery, interlibrary loan or through electronic means.

12. Implementing or developing automated systems designed to enhance access to library resources or to improve overall or departmental performance.

13. Pursuing continuing education or professional development in library science or other relevant fields through formal course work, workshops, seminars, etc.

14. Understanding the operations and services of the Library units and their interrelationships and one's position within the Library organization.

15. Communicating and cooperating with faculty, students, and library staff in furthering the objectives and priorities of the Library, the Law School and the University.

16. Preparing research reports.

17. Preparing bibliographies, guides, or web-pages which significantly enhance access to and use of information resources.

18. Developing syllabi for courses or other educational activities.

Descriptive terms used for tenure in the area of Librarianship

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

- development of administrative skills necessary to provide leadership,
- taking a leadership role in the provision or development of services,
- demonstrating initiative in the development of new projects and/or innovative programs, and/or
- creative problem solving that improves or enhances departmental performance.

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

- demonstrating subject knowledge and bibliographic techniques used to build, organize, and preserve collections,
- employing knowledge of foreign languages,
- translating knowledge of the curriculum and University policies into effective Library services and collections,
- assessing and monitoring changing research patterns and trends in order to anticipate user needs,
- skillfully using teaching and training techniques,
- encouraging others to reach their highest potential by fostering an atmosphere of open communication and receptiveness to suggestions and criticism, and/or
- teaching Law School or University courses.

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

- demonstrated competence in the performance of the primary job assignment,
- ability to follow established procedures,
- demonstrated oral and written communication skills,
- potential for growth, and/or
- development of skills necessary to meet user needs and stimulate wider use of resources.

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

- inconsistent application of established procedures,
- lack of ability to adapt to new tasks, and/or
- uneven oral and written communication skills.

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

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

Professional Growth refers to contributions made to the advancement of the profession by active participation in the professional and learned societies as a member, an officer, a committee member or chairman, and by demonstrating an interest in and an awareness of current developments in the library profession through various continuing education activities.   The following list is not exhaustive, nor are the items listed in rank order; candidacy need not be supported by all items listed.

1. Serving as an officer in a local, state, regional, or national professional organization.

2. Serving on or chairing a committee of a local, state, regional, or national professional organization.

3. Receiving recognition for professional activities, awards, honors, etc.

4. Organizing and programming workshops, professional meetings or conferences, etc.

5. Actively participating in the regular meetings of professional organizations.

6. Pursuing continuing education or professional development in library science or other relevant fields through formal course work, workshops, seminars, etc.

7. Demonstrating an interest in professional activities through participation in various continuing education programs.

Descriptive terms used for tenure in the area of Professional Growth

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

- serving as an officer or committee chair of a professional organization,
- receiving awards or honors for professional activities.

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

- participating in continuing education activities to sustain professional development,
- serving as a committee member of a professional organization,
- demonstrating awareness of community and University issues and concerns as they affect the Library.

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

- active participation as a member of a professional organization,
- active participation in regular meetings of professional organizations,
- demonstrated awareness of trends in librarianship through participation in continuing education activities, reading of professional literature, and monitoring of electronic discussion lists and social media.

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

- minimal participation as a member of a professional organization,
- minimal participation in regular meetings of professional organizations,
- minimal participation in continuing education activities and/or monitoring of electronic discussion lists.

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

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

Service refers to participation in institutional governance, committee work, contributions to the educational component of the Law School and University, and community service in the interest of librarianship or information literacy.   The following list is not exhaustive, nor are the items listed in rank order; candidacy need not be supported by all items listed.

1. Participating actively or assuming a leadership role in library committees, task forces, and other in-house forums.

2. Participating in University governance and/or committee work.

3. Serving as a member or chair on Law Library committees, community committees, review committees, or task forces.

4. Participating substantially in the management of community projects under the auspices of the Law Library, the Law School, or the University.

5. Consulting or assisting in a professional capacity.

6. Participating in interdisciplinary education and/or research.

7. Teaching classes as a guest presenter.

<u>Descriptive terms used for tenure in the area of Service:</u>

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

- leadership roles on Law Library, Law School, University and/or community committees or task forces
- consulting in a professional capacity,
- teaching classes.

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

- University governance,
- significant service on Law Library, Law School, University and/or community committees or task forces,
- participating on search committees,
- supervising internships,
- sharing of professional knowledge as a guest presenter to a class.

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

- participation as a member of Law Library, Law School, University, and/or community committees or task forces.
- serving as faculty advisor for a student organization.

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

- minimal participation on Law Library, Law School, University and/or community committees or task forces,
- minimal participation in regular meetings of professional organizations.

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

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

Research and Scholarship, if present, refers to activities related to inquiry and research.   The following list is not exhaustive, nor are the items listed in rank order; candidacy need not be supported by all items listed.

1. Publishing professional or scholarly articles, book chapters, or monographs,

2. Presenting papers, moderating or participating in panel discussions, reports, etc.

3. Contributing as author, editor, or indexer to publications in any format.

4. Reviewing books, databases, software, etc.

5. Submitting grant proposals and serving as principal investigator.

6. Preparing and mounting exhibits.

7. Preparing and presenting poster sessions.

Not Applicable: A rating of "not applicable" may be used for Research and Scholarship since performance in this area is encouraged but not required for tenure. No candidate's scholarly activity will be considered "unsatisfactory."

CONSIDERATION FOR TENURE

Candidates for appointments as Law Librarians may be recommended for tenure upon appointment, if their length of service and achievements are sufficient to merit an award of tenure under the current standards. The Law Library will follow the procedure for appointment with tenure as laid out in the Faculty Manual. Each year all non-tenured, tenure-track faculty may be considered for tenure. The Associate Dean and Director of the Law Library will write the eligible faculty members each year asking if they wish to be considered for tenure. Faculty members on the regular tenure cycle will receive the letter during the week of April 1. Faculty members on the mid-year tenure cycle will receive the letter during the week of October 1. Unless the right is waived, each non-tenured Law Librarian has the right to be considered for tenure every year. Law Librarians normally will not be recommended for tenure until they have completed at least four (4) years on the Law Library staff. Time and accomplishments in a Law Librarian position at another educational institution may be considered in evaluating a candidate for tenure or promotion. Refusal of tenure is without prejudice with respect to future consideration. The tenured Law Library faculty will consider for tenure each faculty member in the penultimate year of probationary appointment, as defined

by the member's letter of appointment. To coincide with the University's promotion and tenure schedule, Law Library faculty enter the tenure track on August 16 (regular tenure cycle) or January 1 (mid-year tenure cycle), whichever date is closest to the first day of employment. If notice of a tenure decision is not given before the end of the seven-year probationary period, the appointment of the Law Library faculty member will thereafter be a continuous (or tenured) appointment.

PROCEDURES – LAW LIBRARIAN TENURE COMMITTEE

The primary responsibility for the operation of all tenure procedures shall rest with the tenured members of the Law Library faculty, who shall be called the Law Librarian Tenure Committee, hereinafter referred to as the Committee. The primary purpose of the Committee is to evaluate the progress toward tenure of tenure-track faculty. The Committee shall be composed as follows:

(a) If the number of tenured Law Librarians is greater than three, the Committee shall be composed of all tenured Law Librarians plus sufficient tenured members of the Law School faculty to make the total Committee membership five.

(b) If the number of tenured Law Librarians is three or fewer, the committee shall be composed of all tenured Law Librarians, plus a sufficient number of tenured members of the Law School faculty to make the total Committee membership five.

In addition, the Associate Dean and Director of the Law Library, if tenured, shall be a nonvoting ex-officio member of the Committee. The Committee shall be constituted and shall meet during those years when a Law Librarian announces an intention to be considered for tenure. The Chair of the Committee shall be the senior tenured Law Librarian.

PROCEDURES – LAW LIBRARY FACULTY

The Associate Dean and Director of the Law Library shall notify each faculty member eligible for tenure in writing at least one month in advance of consideration for tenure so that the candidate can compile the file for submission to the Committee. **The guidelines for file preparation are found on the Provost's website. A file will contain all of the required material as listed on the Provost's website and included in the *UCTP Guidelines for Units.***

The candidate is responsible for the preparation of the file.

Relevant exhibits for tenure and promotion files include evidence of the following:

1. Professional performance in areas including the successful instruction and advisement of patrons in the use of library resources, extending access to library resources through bibliographic control, and knowledge and effective use of appropriate bibliographic tools.

2. Professional performance in support of the teaching, scholarship, and service of School of Law and University faculty, staff, and students.

3. Participation in professional organizations and learned societies.

4. Service activities including involvement on library and University committees.

5. Research and scholarship, if present.

6. Experience at the University of South Carolina and elsewhere.

7. Effective oral and written communication skills, as demonstrated in work performance, interaction with patrons and colleagues, and documents created by the candidate.

For purposes of career guidance and development a written evaluation of all Law Librarians will be made at least once a year by the Associate Dean and Director of the Law Library and forwarded to the Dean of the School of Law.

VOTING

All voting shall be by secret ballot. Any ballot on tenure must be accompanied by a written rationale based only on the criteria established to secure tenure for Law Librarians. The Committee shall recommend to the Associate Dean and Director of the Law Library those members it has voted upon by secret ballot to receive tenure. No candidate shall be recommended for tenure who does not receive a majority vote in favor by the Committee and by the library faculty if necessary. A majority shall consist of 51% of the votes cast. An abstention shall be counted towards the total votes to determine the existence of a majority. The Associate Dean shall forward the committee vote along with his or her own recommendations and the candidate's file to the Dean of the School of Law. The Dean of the School of Law shall forward the committee vote along with his or her own recommendations and the candidate's file through administrative channels to the University Committee on Tenure and Promotion.

APPEALS AND GRIEVANCES

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

CONFIDENTIALITY

The Faculty Manual sets forth provisions regarding confidentiality and academic grievance procedures.