

**Checklist of Steps for Promotion/Tenure and Library PTC Process
2011**

	Steps	Date	✓
1	Mentoring: each candidate for promotion is assigned early in their career a mentoring committee. The role of that committee is to help the candidate prepare for promotion and establish a file.		
2	When the file is ready, it is brought by the candidate to the Library's Personnel Officer who conducts a basic technical review. Week 1.		
3	Library Director's Office solicits letters from referees – minimum 4 from recommendations made by the candidate and 3 from outside referees not personally associated with the candidate. No more than two solicited evaluations may be from within the candidate's own library department. See LPPP Section 2.4.5.2. Week 1-2.		
4	Director announces candidacy for promotion/tenure to all librarians regardless of rank. Week 1-2.		
5	When all referee letters are in, Director informs library faculty that the file is ready for viewing in the Director's office. Only those of equal rank and above are allowed to review the file. They sign that they have read it. The process should take at most 2 weeks. Week 7-8.		
6	If a letter of reference/comment is received after the deadline, the Director announces an addition to the file. Faculty is invited to read it and sign that they have read it		
7	File is sent by Library Director's Office to the Library's internal Appointment and Promotion Committee (A&P). A&P Committee is composed of librarians at all ranks. Week 7-8.		
8	A&P committee meets to discuss and vote on the file. Vote and recommendation is sent to the Director by e-mail. It is added to the Special Evaluative File. Week 7-8.		
9	Director informs all library faculty of same or higher rank that a meeting is to take place to discuss and vote on the file. Section 2.6.8 defines a quorum as: a quorum is required and consists of a		

	<p>majority of the members eligible to vote on the specific candidacy under consideration. Week 9-10.</p> <p>a. Promotion: All members of the department who are of higher rank than the candidate.</p> <p>b. Continuing appointment: All members with a continuing appointment.</p> <p>c. If, in a case of continuing appointment or promotion, the candidate's department is not large enough to form an appropriate group, such a group will be constituted by the Director of Libraries in consultation with the Provost or VP for the Health Sciences.</p>		
10	<p>Within a week of the meeting, Director of Libraries provides a balanced summary of the discussion from the promotion meeting in a coded summary letter and provides a written statement of the vote (Recommended, Not Recommended, or Abstain). Within a week of the vote, the Director and supervisor will meet with the candidate and inform him/her of the general outcome of the procedure so far. Week 11-12.</p>		
11	<p>A list of the appropriate faculty bearing the tally of their votes (Recommended, Not Recommended, or Abstain) and their signatures shall be part of the special evaluative file. The Committee supplies a standard cover sheet for this. A positive outcome shall be defined as a positive recommendation by a majority of those eligible to vote. Week 11-12.</p>		
12	<p>The Library Director may also submit a separate, personal letter commenting upon the recommendation of the department and the review committee. Week 11-12.</p>		
13	<p>Both the summarizing letter and any additional letter from the Library Director form part of the general evaluative file.</p>		
14	<p>It shall be the responsibility of the Library Director's Office to conduct a technical review of the package. Particular attention is given to the confidentiality in the Library Director's summary letter.</p>		
15	<p>The Library Director's Office informs the Chair of the Senate Library Promotion and Tenure Committee (PTC) that the file is ready for discussion and vote by that committee. Week 12.</p>		

16	File is brought by Chair of the Senate Library PTC to the College of Arts and Sciences (CAS) office (Library 3 rd floor).		
17	The Chair of the Senate Library PTC notifies committee members to review the file there and sets a deadline for the review (2 to 3 weeks).		
18	Chair of the Senate Library PTC finds a time when all committee members can attend a meeting, The Committee meets in person to review and discuss the case. The committee may request additional information and the Library Director should have an opportunity to respond to this new information prior to forwarding a recommendation. The Chair then drafts a letter (coded for confidentiality) summarizing the discussion, and the vote results (number of positives, negatives, abstentions). Committee members then comment on the draft and a final text is then written, All Committee members must sign the letter, which, for convenience is also kept in the College of Arts and Sciences office. Voting sheets added to the Special evaluative file.		
19	The summary letter is then added to the file. The Chair of the Senate Library PTC forwards the completed file to the Provost Office liaison so it can go to the Provost for his review. The Library Director is notified of the transmittal of the file to the Provost's Office by the Chair of the Senate Library PTC.		
20	The Provost makes a recommendation and forwards it to the President. If the Provost disagrees with, or has questions about, the recommendation of the Senate Library Promotion and Tenure Committee, the Provost shall confer with the Committee before formulating a recommendation.		
21	The candidate is sent a letter by the Provost's Office informing him/her that the file is available for review (5 days).		
22	The file goes to the President. The President makes the final decision.		
23	A copy of the letter announcing the President's decision shall be sent to the Senate Library Promotion and Tenure Committee.		