UTC Library
Bylaws

University of Tennessee at
Chattanooga

Contents

Introduction

Library faculty members at the University of Tennessee at Chattanooga (UTC) are active contributors to the educational mission and goals of the University, as well as active contributors to the larger scholarly community of academic librarianship, information science, and appropriate areas of focus. The University, in the *UTC Faculty Handbook* (*Handbook)*, outlines a path for advancement for faculty members. The *Library Bylaws (Bylaws)* draw upon the *Handbook* and define specific criteria based upon library faculty members' academic credentials and experience, professional performance, contributions to the profession of librarianship or area of focus, contributions to the University community, and service to the general community through their professional expertise. The guidelines and procedures set forth in this document are intended to ensure clear and equitable recommendations and administrative decisions for library faculty members.

This document defines the key criteria governing employment of full-time, continuing library faculty members at UTC, including rank, selection, appointment, reappointment, promotion, tenure, and evaluation. Library faculty members at UTC hold faculty rank, may be granted tenure if they hold a tenure-track faculty appointment, and fully participate in the faculty process. However, faculty librarians are distinct and unique from the University's teaching faculty. Library faculty members normally have 12-month appointments and follow the time-and-attendance policies established by the University for 40 hours per week, exempt academic staff employees. Library faculty members holding non-tenure-track faculty appointments, such as those employed as full-time lecturers or on a part-time basis, should refer to Section XIII of this document for information regarding selection, appointment, evaluation, and promotion.

The Dean of the Library (Dean), in consultation with Library faculty members, may make exceptions to these *Bylaws* on a case-by-case basis consistent with University policies and the *Handbook*.

Governance

The Library at UTC is to be governed by these *Bylaws*, which are subject to all policies and provisions as set forth by the *Faculty Handbook*, the University of Tennessee, the UT Board of Trustees, and the laws of Tennessee. In the event of conflict, the rules or policies of the higher body take precedence. When utilizing the *Library Bylaws*, please do so in consultation with the *Handbook.*

Name

The name of this organization is the University of Tennessee at Chattanooga Library.

Organization of Library

The Library plays a unique and integral role to the campus community. In addition to faculty status and rank, Library faculty have position-titles assigned by the Dean of the Library which describe their specific duties in the operation of the Library. Library faculty are subject to standards that reflect their professional roles and are modifications of those used by and for instructional faculty.

- Dean
  - The Dean serves as the academic leader and chief administrator of the Library and as representative to the UTC community and external bodies and representative to the UTC executive leadership team for the college. The Dean manages the resources of the college. The Dean serves at the pleasure of the Provost and Chancellor. One or more Associate or Assistant Deans in the Library may assist the Dean. The number and duties of Associate or

Assistant Deans are at the discretion of the Dean.

- Department Head
  - The Department Head is the lead administrator and representative of their Department, internal and external to UTC. They are responsible for the quality, effectiveness, and progress of the academic programs and activities within the department. They manage and allocate the resources (personnel, budget, space) for the department. Department Heads serve at the pleasure of the Dean.

- Director

    The Director is unit leader and representative, internal and external to UTC. They are responsible for the quality, effectiveness, and progress of the academic programs and activities within the unit. They manage and recommend resources for allocation (personnel, budget, space) for the unit. Directors serve at the pleasure of the Dean.

Departments

For the purposes of tenure and promotion, the two departments within the library are:
- Department of Research and Public Services
- Department of Collections Services

Membership

Library faculty are members of the academic staff of the University, who have academic rank and hold faculty appointments, either tenured, tenure-track, or non-tenure-track. The Library faculty as a whole constitutes the Faculty Council.

Faculty Council Meetings

The Dean or designee chairs the Faculty Council, presides over meetings, cancels regular meetings as necessary, and calls special meetings. The Dean or designee shall prepare and make available the agenda twenty-four (24) hours prior to the meeting.

Voting members

Voting membership of the Faculty Council shall include all members of the Library faculty, excluding those who serve with or have Administrative status.

Amendments to and Ratification of *Bylaws*

All voting and non-voting members of the Faculty Council may propose an amendment to these *Bylaws*. Proposed amendments to these *Bylaws* are possible with approval from the faculty. Voting on amendments requires a quorum of two-thirds of the eligible voting faculty, and requires a positive vote from two-thirds of the faculty present. Approval of an amendment denotes approval of the new *Bylaws* by the Library faculty. If approved by the voting faculty, the *Bylaws* amendments must be approved by the Dean and Provost before the *Bylaws* amendments may become effective. The new *Bylaws* shall go into effect upon the first day of the next full calendar month after approval by the voting faculty, subject to their approval by the Dean and Provost.

I Faculty Ranks

Library faculty members are library personnel with academic rank, appointed to a professional, tenure-track or non-tenure-track position, who hold an ALA accredited master's or other appropriate professional degrees. The Provost, upon recommendation of the Dean, documents in an appointment letter the initially assigned rank, whether the appointment is tenure-track or non-tenure-track, and the official tenure consideration year (if a tenure-track appointment), as well as any other special circumstances. Library faculty members holding tenured or tenure-track appointments may have the following ranks, in order of lowest to highest:

- Assistant Professor (tenure-track only)
- Associate Professor
- Professor

II Criteria for Selection

The criteria for the selection of tenure-track appointments is consistent with UTC's faculty hiring practices and qualifications. Upon determining the best use of a position, the Library follows the process below.

- Criteria for selection are unique to each position and are defined in the position description and evaluative rubric that include the appropriate degree, experience, required qualifications, and desired qualifications.

Please see *Faculty Governance* website for search procedures, and a sample position description, rubric, itinerary and more. Searches for tenure-track appointments are conducted in accordance with Section 3.1 of the *Handbook*.

III Criteria for Appointment to Faculty Rank

The Library follows University criteria for the hiring of probationary faculty members. The probationary period for a tenure-track appointment normally consists of six (6) academic years of continuous service to UTC. See Section 3.2 of the *Handbook* for additional details. ***Demonstrated excellence or the quality of job performance in a library faculty member's assigned area of position responsibility is the most important and essential criterion for appointment, reappointment, tenure, promotion, EDO, and PTR***.

III.A Assistant Professor

A faculty member appointed to the rank of Assistant Professor is required to meet the following standards.

- Have a master's degree from a program accredited by the American Library Association, or advanced degree in an appropriate field.
- Show potential or have demonstrated ability as a library faculty member.
- Show potential or have demonstrated evidence of research, scholarship, or creative activity.
- Have demonstrated willingness to participate effectively in professional activities other than librarianship or area of focus and research.
- Have demonstrated ability to relate appropriately to students and professional colleagues.

III.B Associate Professor

A faculty member appointed to the rank of Associate Professor is required to meet the following standards.

- Have a master's degree from a program accredited by the American Library Association, or

advanced degree in an appropriate field.
- Have achieved a reputation as an accomplished library faculty member.
- Have achieved a good record in research, scholarly, or creative activities (see Section X.D.1)
- Have an established record of effective participation in professional activities other than librarianship or area of focus, and research. (see section XI.D.1)
- Have demonstrated ability to relate appropriately to students and professional colleagues.
- Have demonstrated excellence in the quality of job performance in the library faculty member's assigned area of position responsibility.

III.C Professor

A faculty member appointed to the rank of Professor is required to meet the following standards.
- Have a master's degree from a program accredited by the American Library Association, or advanced degree in an appropriate field.
- Have achieved and maintained a reputation as an accomplished library faculty member.
- Have achieved and maintained a significant record in research, scholarly or creative activities (see Section X.D.2).
- Have achieved and maintained a significant record of effective participation in professional activities other than librarianship or area of focus, and research (see Section XI.D.2)
- Have demonstrated an ongoing ability to relate appropriately to students and professional colleagues.
- Have demonstrated excellence in the quality of job performance in the library faculty member's assigned area of position responsibility and one of the two remaining areas of responsibility (i.e., service and research) required for full-time faculty status.

IV Criteria for Reappointment

The high quality of the services and collections of the Library depends on the high caliber of its library faculty members. The Library follows the *Handbook* as it relates to reappointment practices. Tenure-track faculty members may request a review from the Reappointment, Tenure, and Promotion (RTP) Committee in any year where a review is not required. See Section III of these *Bylaws* for relevant criteria for reappointment at rank. See Section 3.6 of the *Handbook* for additional details. Reappointment during the probationary period requires evidence of progress towards tenure, which entails progress toward meeting the standards for the rank of Associate Professor under Section V of these *Bylaws*.

V   Criteria for Tenure

Tenure is a principle that entitles a faculty member to the continuation of appointment until relinquishment or forfeiture of tenure, or until termination of tenure for adequate cause or due to extraordinary circumstances (e.g., financial exigency or academic program discontinuance). The burden of proof that tenure should be granted rests with the faculty member. Tenure is granted in a specific department and campus. See Section 3.10 of the *Handbook* for additional details. Tenure is granted after a thorough review, which culminates in the University acknowledging a reasonable presumption of the faculty member's professional excellence, and the likelihood that excellence will contribute substantially to the mission and anticipated needs of the Library over a considerable period of time. The criteria for appointment reflect the basic elements for tenure consideration. In all cases, demonstrated excellence in job performance as a Library faculty member is considered primary. An evaluation of a tenure candidate's qualifications, professional contributions, potential, and a determination of whether the candidate should be accepted as a tenured member of the campus community requires the judgment of both the candidate's faculty colleagues and the responsible administrators. Normally, tenure applications go hand-in-hand with promotion to the next higher rank. In the majority of cases, this will be from Assistant Professor to Associate Professor. Per Section 3.10.4 of the *Handbook*, the minimum criteria for tenure is the same as that for promotion from Assistant Professor to Associate Professor, see Section III.B of these *Bylaws*.

The tenure process involves two different committees, the Library's Reappointment, Tenure, and Promotion Committee, see V.A below, and an Independent Tenure and Promotion Review Committee, see V.B below.

V.A   Reappointment, Tenure, and Promotion (RTP) Committee

- Each Department in the Library will establish a Reappointment, Tenure, and Promotion (RTP) Committee in accordance with the UTC Faculty *Handbook*. The purpose of these committees is to review a tenure/promotion candidate's dossier and make a recommendation to the Dean and Department Heads on tenure and/or promotion. The RTP Committee also reviews and makes recommendations on reappointment of tenure-track faculty when requested by the faculty member or required by the Handbook.
- For reappointment and tenure reviews and recommendations, the RTP Committees are composed of all tenured Library faculty members, except those who serve with or have Administrative status.
- For promotion recommendations, the RTP Committees are composed of all tenured faculty at or above the rank to which the candidate is seeking promotion, except those who serve with or have Administrative status.
- Each RTP Committee has two officers: Chair and Vice Chair/ Coordinator for External Reviews. Each year, the Vice Chair/Coordinator for External Reviews of the previous year's RTP Committee assumes the role of the Chair, and the Committee elects members to serve in the vacant Vice Chair/Coordinator for External Review roles.
- Membership size may vary from year to year, but will consist of a minimum of three (3) members.
- If there are not three tenured faculty members within the academic department, the committee's membership will follow *Handbook* guidelines for selecting members outside of the department.
- Quorum is 2/3 of the eligible RTP Committee membership for the matter before the committee.
- A quorum must be present for a vote to take place and a positive recommendation requires a majority of those present and voting to cast a positive vote.
- All votes by the RTP Committee for reappointment, promotion, tenure, or termination for adequate cause are cast anonymously by paper ballots or electronic voting software.

V.B Independent Tenure and Promotion Review (ITPR) Committee

The purpose of the Independent Tenure and Promotion Review (ITPR) Committee, by requirement of Sections 3.5.2 and 3.10.7.4 of the *Handbook*, is to conduct an independent and impartial review of processes and decisions related to tenure and promotion, and to provide an evaluation of their integrity to the Dean of the Library.

Membership, selection, and procedures of the ITPR Committee follow Section 3.5.1 of the *Handbook*:

- The Dean of the Library will establish the committee on an annual basis;
- The Dean of the Library will confirm members of the committee;
- The Committee's membership will be composed of three members.
  - No more than one (1) member from the same department of the tenure/promotion candidate may serve for the evaluation of the candidate's application.
- The Committee has one officer, i.e., the Chair, whose role is determined by its members.
- Quorum requires all members be present.
- Voting can be conducted in person or online.

V.C Peer Review of Teaching

Tenure candidates who engage in teaching may be subject to a peer review of their teaching performance as part of the tenure review process. Among the Library faculty, those who commit 50% or more of their time to classroom instruction and attendant activities will be required to undergo peer review. Please see *Faculty Governance* website for additional information on peer review of teaching.

V.D External Review

Two letters of external review are required for all faculty members seeking tenure and promotion. The Library asks External Reviews to review for three areas: Librarianship, Scholarly/Creative Activities, and Professional Service. The Library selects the reviewers in the manner described below.

V.D.1 Reviewers Suggested by Faculty Member

One of the two external reviewers will be selected in accordance with this Section V.D.1. The Coordinator for External Review (CER) contacts the faculty member under review and asks for the names of three (3) potential reviewers.
- The CER shares the names of potential reviewers provided by the faculty member with the RTP Committee and asks for an email vote on preferences in ranked order. The reviewer with the most number 1 votes is the chosen potential reviewer by the RTP Committee. If alternates are needed (e.g., where a reviewer declines), then the next reviewer in line with the aforementioned vote will be asked to serve as an external reviewer.

V.D.2 Reviewers Suggested by Library Faculty

One of the two external reviewers will be selected in accordance with this Section V.D.2. The Coordinator for External Review (CER) gathers the names of 3-5 suitable potential peer reviewers for the RTP Committee to consider.
- The CER shares the names of 3-5 potential reviewers with the RTP Committee and the RTP Committee reduces the number to 3.
- The CER shares the 3 reviewers from the RTP Committee with the faculty member to consider. The

faculty member ranks the 3 reviewers, from 1 to 3, with #1 as the chosen reviewer. If alternates are needed (e.g., where a reviewer declines), then the next reviewer in line with the aforementioned vote will be asked.

V.E Candidate Dossier

Faculty seeking tenure and promotion submit two copies of a dossier of materials. Candidates submit dossiers to the Dean, who provides a copy to the Chair of the RTP Committee and keeps one copy in the Administrative Office. The dossier includes, but is not limited to the following materials:
- A letter of reflection that summarizes growth and progress in the areas of librarianship or area of focus, research and scholarly competence, and service, typically over the previous six years.
- Current curriculum vitae (including work prior to coming to UTC and while at UTC).
- For tenure, all signed in full EDOs from the candidate's time at UTC
- For promotion from Associate Professor to Professor, all signed in full EDOs since last personnel action at UTC (tenure, promotion, PTR).
- An executive summary of EDO ratings for the appropriate time period.
- Original appointment letter and all reappointment letters from all levels of reappointment process
- Executive summary: a one-page summary of progress and achievements in librarianship or area of focus, service, and research
- Statement on philosophy of librarianship or area of focus
- Up-to-date Research and Service Category Form
- Copies of publications, presentations, appointment letters, letters documenting public service, and other materials of value to the evaluation process
- Letter(s) of recommendation requested by the candidate (optional on part of candidate)
- Two letters of external review (added to the dossier by the CER)
- UTC Tenure/Promotion Folder Checklist

Upon completion of the tenure/promotion review, the RTP Committee prepares the following to be added to the dossier:
- A UTC Tenure folder including a letter from the RTP Committee to the Dean giving the RTP Committee's recommendation and justification regarding the tenure application
- A UTC Promotion folder including a letter from the RTP Committee to the Dean giving the RTP Committee's recommendation and justification regarding the promotion application
- Any documentation included on the current UTC Tenure/Promotion Folder Checklist not specifically mentioned above (see documentation found at the Reappointment, Tenure and Promotion page maintained by Academic Affairs.)

VI Criteria for Promotion in Rank

The Library follows Section 3.11 of the *Handbook* for faculty promotions. In the promotion application, faculty members compile an up-to-date dossier, the contents of which are the same as provided in a tenure application. Please see Section V of these *Bylaws* for specifics.

VI.A Associate Professor

- Promotion in rank from Assistant Professor to Associate Professor requires evidence of meeting the standards for Associate Professor as set forth under Section III.B of these *Bylaws*. For contents of promotion dossier, see Section V.E.
- For promotion from Assistant Professor to Associate Professor, a minimum of six (6) years as an

Assistant Professor is normally required.

VI.B Professor

- Promotion in rank from Associate Professor to Professor requires evidence of meeting the standards for Professor as set forth under Section III.C of these *Bylaws*. For contents of promotion dossier, see Section V.E.
- For promotion from Associate Professor to Professor, a minimum of five (5) years as an Associate Professor is normally required.

VII Procedures and Criteria for Periodic Post-Tenure Performance Review (PTR)

UT Board policy requires that every tenured faculty member undergo a "comprehensive performance review no less often than every six years." The Library follows the procedures and requirements as outlined in Section of 3.4.8 of the *Handbook,* subject to the specific requirements set forth herein regarding the composition of the Post-Tenure Review (PTR) Committee. The Library populates the PTR Committee with at least one faculty member holding an appointment in the same department as the faculty member being reviewed, unless there is no such faculty member eligible to serve. The other members of the PTR Committee will be selected from the other Library department and/or from another college to satisfy *Handbook* criteria. The Library follows Section 3.5.1.2 of the *Handbook* as it relates to the selection and appointment of additional committee members to the PTR Committee.

The PTR Committee and Dean may seek external reviews in accordance with the *Handbook* when requested by the faculty member under review or when triggered by EDO ratings of Needs Improvement or unsatisfactory for Rank in the materials. When triggered, the external review process will be in accordance with *Handbook* procedures.

VIII   Evaluation and Development by Objectives (EDO)

The Library follows Section 3.4.3 of the *Handbook* with regard to faculty evaluations. All tenured and tenure-track library faculty members must complete an annual performance and planning review process, Evaluation and Development by Objectives (EDO).

The evaluation of a faculty member's performance is an essential component of the EDO process. The performance evaluation provides a formative and summative assessment of the faculty member's performance so that the faculty member can maintain or improve subsequent performance, serves as a basis for reappointment, promotion, tenure, salary and other decisions, and provides accountability with regard to the quality of the librarianship or area of focus, research, and service to those concerned with the institution. Essential to the annual evaluation process and progress toward reappointment, promotion and/or tenure is the linking of expectations for annual performance to the long-term efforts toward reappointment, promotion and/or tenure.

- Non-tenure-track faculty members: the EDO process should focus on faculty development and mentorship and should help to determine whether the faculty member is making adequate progress towards reappointment or promotion.

- Tenure-track faculty members: the EDO process should focus on faculty development and mentorship and should help to determine whether the faculty member is making adequate progress towards receiving tenure.
- Tenured faculty members: the EDO process should focus on innovation and long-term goal-setting and should ensure that the faculty member continues to meet the expectations of a tenured member of the faculty at such rank as determined by departmental bylaws.

The University seeks to make clear to each faculty member general expectations and duties. Library Department Heads schedule regular conferences with reporting Library faculty members to make plans, set goals and objectives, and review performance as part of an ongoing effort to make each faculty member an effective and responsible participant in the achievement of the University's goals and mission.

As part of the EDO process, routine position responsibilities, as well as new goals and accomplishments, are compared with the specific goals that the faculty member and the Department Head have previously set, and/or new goals are set. The nature of these conferences is highly individual. The process considers all the diverse tasks that occupy a faculty member's time. The central aim of the conference is the improvement of performance, the development of common ambitions and projects, and sharing through honest, realistic assessments given, received, and discussed. The planning aspects of these annual conferences should take place in the context of broader Library-wide goals.

If a Library faculty member fails to perform or provide output in a particular category, a statement noting this fact will be made in the EDO document and may result in an EDO rating below "Meets Expectations for Rank". In other cases, a record of truly exceptional job performance may mitigate against a slight contribution in research or service. In such cases, the evidence to support exceptional considerations must be unequivocal and take into account that job performance as a Library faculty member is the primary consideration. Conversely, an outstanding year in either research or service, while valued, does not mitigate against a poor year in performance in librarianship or area of focus. Nevertheless, an appropriate number of ongoing, substantive achievements in research and service must be demonstrated for any positive personnel action, including EDO. A process is available for faculty members who wish to appeal a performance rating and is listed in Section 3.4.7 of the *Handbook*.

Conference elements will include:
Clear, mutually-agreed upon, position responsibilities and new individual objectives that utilize the SMART goal format (specific, measurable, achievable, relevant, and time-based).
- Appropriate, clearly understood standards, methods, and procedures for assessing the extent to which position responsibilities and new objectives are achieved.
- Support to do the job.
- Honest judgment from Department Heads, peers and administrative colleagues, reflecting reliable assessment of achievements.
- Appropriate recognition and reward for good work.

Conference procedures will include:
- Examination of the current year's activities.
- Establishment of goals for the year ahead.
- Documentation that summarizes the review that is signed by both the Library faculty member and their Department Head.
- Transmission of information from the Department Heads, to the Dean, and then to the Provost's Office.

The Library's designated Department Heads write and collaborate with Directors on EDOs, which are then reviewed by the Dean. The final EDO is signed by the Dean, Department Head, and the faculty member being evaluated.

IX   Evaluative Criteria: Position Responsibilities

Performance is defined as the fulfillment of the responsibilities of the Library faculty member's primary assignment and growth beyond the minimum requirements of that assignment. The ability to carry out competently the full range of library functions pertaining to the Library faculty member's particular assignment must be demonstrated and confirmed through assessment. This includes working both independently and collaboratively. Specific requirements for rank apply (see Section III, A, B, and C). As it relates to EDO, evaluative criteria may include, but are not limited to the following:

- Consistent, high quality performance in the planning, organization, and implementation of positional and professional responsibilities, including both routine, ongoing objectives and new initiatives and goals.
- Leadership in addressing current issues and future trends in areas of expertise.
- Dependability.
- Accuracy.
- Ability to relate job functions to the broad goals of the Library and the University.
- Effective communication skills.
- Demonstrated ability to accommodate changes in the evolution of library and information science practices, services, and collections, or in other appropriate areas and functions.
- Adaptability and flexibility in approaching situations and individuals.
- Initiative.
- Sound judgment and quality of decision-making.
- Creative approaches to problem solving.
- Constructive response to criticism and suggestions.
- Ability to innovate.
- Demonstrated record of providing high levels of service to our campus users, including students, staff, faculty, alumni, researchers, and the general community.

Appropriate evidence of job performance might be taken from: activity reports, annual evaluations, administrative and internal publications, departmental logs and minutes, description of programs completed or in progress, formal evaluations from within and outside the Library, materials produced to meet Library program and service goals, membership lists for library groups, recognition of expertise in assigned duties by individuals outside the Library, transcripts or other evidence of formal education activities.

X   Evaluative Criteria: Scholarship and Research Activities

Library faculty members' research, scholarship and creative activities include activities that impact and advance the practice and science of librarianship or other appropriate areas of focus. Such activities accomplish the exchange of information, professional practice and research findings, and may take place in workshops, seminars, meetings of professional organizations, and/or publications. Therefore, a faculty member's contributions through any of these instruments can be considered equally legitimate elements of scholarly contributions. Evaluation and assessment of activities in the area of scholarship reflects both the structured time in which Library faculty work and the nature of scholarship in the field of library science or appropriate areas of focus. Activities in the tenure or promotion application will be considered

on the basis of substantive impact on librarianship or area of focus without regard to: financial compensation, medium of publication / presentation (print, online, live, asynchronous), or number of authors/contributors (authors, presenters, committee members, etc.). A dialogue between a faculty member and a Department Head regarding the nature and focus of the faculty member's research activities is part of the annual EDO and the reappointment process. With regard to EDO evaluations, output expectations remain the same whether a Library faculty member is tenure-track or tenured.

X.A Minimum Standards for Reappointment, Tenure, and Promotion

In regards to reappointment, tenure and promotion, listed below are the **minimum** expectations for rank (discrete activities are listed on subsequent pages). The number of activities is cumulative. The quality of the activities is equally important as the number of activities. A predominant number of activities must be concentrated in the faculty member's area of focus. Less is required of Assistant Professors as it is important that such individuals first establish unambiguous strength in the area of job performance. The activities are categorized as levels 1, 2, or 3, signifying increasing levels of complexity. To be considered for tenure or promotion the minimum criteria must be met, but meeting the minimum criteria does <u>not</u> assure a positive tenure or promotion decision.

X.B List of Activities

Listed below are scholarly and research activities by type of activity and numerical value. This is not a comprehensive list and other activities may be considered. Contributions should be clearly marked as refereed, non-refereed, or invited where appropriate.

Scholarship and Research Activities	
Presentation	**Category**
Presentation, presented paper, speech, or webinar: national or international	3
Presentation, presented paper, speech, or webinar: state	2
Presentation, presented paper, speech, or webinar: local	1
Workshop: national or international	3
Workshop: local or state	2
Discussion group, leader: national or international	2

Discussion group, leader: local or state	1
Panel, participant or moderator: national or international	2
Panel, participant or moderator: local or state	1
Poster session: national or international	2
Poster session: local or state	1
Roundtable, leader: national or international	2

Roundtable, leader: local or state	1
Writing	
Authoring a book	3
Authoring a book chapter	3
Authoring a peer-reviewed article	3
Authoring a popular or trade article	2
Authoring a scholarly translation	2
Authoring a book review	1
Authoring a conference proceeding	1
Authoring a professional blog	1
Authoring a professional website, game, or online tool	1
Authoring an article in a newsletter	1
Conducting a published interview	1
Editing	
Editing a book with original content	3
Editing a book	2
Editing a peer-reviewed, scholarly journal	2
Editing a trade or popular publication	1
Grants	
External grant	TBD

X.C Activity Details

X.C.1 Definitions

For the purposes of these *Bylaws*, "research and writing" shall include both original authorship as well as editing, categorized and handled in the manner listed below. The petition process, see below, may be used by the faculty member for exceptions to this list. "Authorship" as referred to in the *Bylaws* shall include works such as: books, bibliographies, indexes, chapter(s) of a book, peer-reviewed articles, popular or trade articles, book reviews, conference proceedings, translations, published journalism, professional blogs, creation of professional websites, games or online tools, and similar activities. "Editing" shall include work such as: editing a book, editing a book with original content, editing a professional journal (peer-reviewed), or editing a trade or popular publication. Appropriate evidence of research and scholarship includes or might be taken from copies of publications, copies of programs, evaluations of products or activities, exhibit catalogs, funded grants and grant proposals, products of committee work, and similar activities.

X.C.2 Role of Category 1 Activities

Category 1 activities are appropriate for both new and continuing Library faculty members. The intent of Category 1 activities is to provide a platform for faculty members to build upon during their career. As such, it is expected that faculty will not limit themselves to engaging in a single Category 1 activity to the exclusion of other activities.

X.C.3 Category Petition Process

The faculty member seeking reappointment will suggest a category for each activity submitted as laid out in these *Bylaws*. This category proposal is submitted as part of the annual reappointment process. The proposal is submitted on the **Research and Service Category Form** found on the *Faculty Governance* website. Due to the fact that research and scholarly activities can vary in terms of levels of commitment, output and input, category activities may be changed. A faculty member may suggest a category level (1, 2, 3) different than that defined by these *Bylaws* for a particular activity. The suggestion could increase or decrease the value. Conversely, when evaluating a faculty member's activities, the RTP Committee may also determine that an activity may warrant a lower or higher value than that assigned by the *Bylaws* and increase or decrease the value of an activity.

- If the RTP Committee increases or decreases a category value to a value different from that assigned in the *Bylaws,* the following procedures will be followed:
    - The RTP Committee will notify the faculty member in writing of the value change and copy this notification to the Dean.
        - If the faculty member agrees with the RTP Committee value assigned, no further action is required.
        - If a faculty member disagrees with the RTP Committee value assigned, the faculty member shall have five (5) business days to respond in writing and provide additional evidence as to why the activity should be eligible for category review. A copy of the faculty member's justification is copied to the Dean.
            - The RTP Committee will review the additional justification and/or evidence provided by the faculty member within five (5) business days and will respond in writing with a final decision and copy this response to the Dean.

- If a faculty member petitions to increase or decrease a category value different from that assigned in the *Bylaws,* the following procedures will be followed:
    - The faculty member provides a written justification on the **Research and Service Category Form** and any accompanying evidence for the increase or decrease.
        - If the RTP Committee agrees with the category value assigned by the faculty

member, they will do so in writing, with a copy to the Dean, and no further action is required. If the RTP Committee disagrees with the category value assigned by the faculty member, they will do so in writing, with a copy to the Dean, to include:

- The faculty member's proposed category level of the activity.
- The RTP Committee's final decision as to the appropriate category level of the activity.
- The RTP Committee's detailed statement as to why the activity does not meet the proposed category level.

X.C.4 Duplication of effort and role

In the case where a work of original authorship is duplicated in multiple venues (for instance, when an article is translated, reprinted in an anthology, or republished or presented in a different form), the faculty member is expected to address why that duplication should be considered an enhancement to the previous work and be considered for further credit. In the case in which a particular role is duplicated because of the nature of the activity, only one activity may be reported for dossier credit.

X.D Evaluation Categories

The cumulative record of faculty research, scholarly, and creative activities, for the appropriate time under review, will be assessed relative to the following categories. See Section III.

X.D.1 Good Record in Research and Scholarship

Faculty who provide evidence for a minimum of five activities that fall into Categories 1, 2 or 3, at least three of which are Categories 2 or 3, meet the criteria for a good record in research, scholarly, or creative activities. See Section III.B

X.D.2 Significant Record in Research and Scholarship

Faculty who provide evidence for a minimum of five activities that fall into Categories 2 or 3, at least three of which are Category 3, meet the criteria for significant research, scholarly, or creative activities. See Section III.C.

XI Evaluative Criteria: Service

Service activities, the application of knowledge, skills, or expertise, are valued and essential to the successful, ongoing operations of the Library, UTC and the profession. Service activities may occur at the local, state, regional, or national level. Service activities are included in section 3: Objectives for Service on EDOs and in a discrete section in reappointment letters. The selection and pursuit of specific service activities is at the discretion of a faculty member. Local UTC Library service activities, such as service on Library group, e.g. the Library's Electronic Resources Committee (LERC) are included under Librarianship in EDO and RTP evaluations.

XI.A Activities

Service activities include:

XI.A.1   Institutional service
- participation in university committees, councils, task forces, the faculty governance body; participation in institutional activities such as colloquia and seminars; marshaling or attending commencement exercises.

XI.A.2   Professional service

- serving as an officer in professional organizations or vendor boards; participating in committees, councils, accrediting bodies, or task forces; editing a scholarly journal; refereeing competitive paper sessions or scholarly articles submitted for publication; serving as a reviewer of new publications for professional journals; reviewing grant proposals; serving as a guest lecturer; sharing professional expertise with the community outside the institution, such as serving as a consultant; writing for lay audiences on subjects related to librarianship or area of focus.

XI.B Descriptive Evidence

XI.B.1 Each faculty member is responsible for providing a descriptive narrative of that includes both quantitative and qualitative services activities, including:

XI.B.2 Level of involvement, such as frequency of meetings, participative, organizational, or leadership role, scope of participation, outside work required such as researching, compiling, or writing reports or surveys.

XI.B.3 Impact and outcomes of the activity, such as how narrow or broad is the scope of the activity, who or what is affected, to what degree?

XI.B.4 Linkage to library or university mission, such as does the activity have a direct impact on the unit, does it specifically support the stated mission

XI.B.5 Copies of written supportive evidence may be submitted on the designated tab on the **Research and Service Category Form**.

XI.B.6 Appropriate documentation of professional activities might be taken from appointment letters, activity reports, elected or appointed posts in projects or boards, external letters outlining responsibilities / accomplishments, governance or consultative responsibilities, outline of memberships and committee assignments, minutes of meetings, products of committee work, program announcements, published proceedings.

XI.C Evaluation

Service evaluation includes, but are not limited to:

XI.C.1 As it relates to reappointment, tenure, promotion, and EDO, Library faculty members are expected to participate in service activities and demonstrate a consistent combination of professional service at the institutional and professional level.

XI.C.2 Dialogue and evaluation between a faculty member and a Department Head regarding the nature and focus of the faculty member's service activities is part of the annual EDO process.

XI.C.3 Input and evaluation between a faculty member and the RTP Committee is part of the annual reappointment process.

XI.C.4 Service contributions of assistant professors may differ from those of tenured colleagues. For example, a non-tenured faculty may be protected from time-intensive service activities.

XI.C.5 The Library Faculty have determined that in order to be considered for exceeds expectations in the EDO process, an individual faculty member must attend at least one UTC Commencement exercise per year. This is just one element, among many, considered in the awarding of exceeds expectations.

XI.D Evaluation Categories

The cumulative record of faculty service, for the appropriate time under review, will be assessed relative to the

following categories (see Section III).

XI.D.1 Established Record in Service

Appointment to Associate Professor requires that a faculty member has an established record of effective participation in professional activities (Section III.B). An established record of effective service includes consistent, quality service in a faculty member's area of professional expertise. Such activities may include, but are not limited to:

- Attendance at University events, such as Convocation, Commencements, etc.
- Service on University committees or task forces
- Service as a faculty advisor to a student group
- Service on a local committee, such as CALA
- Service on a state-wide committee or task force, such as UT, TBR, Tenn-Share, TLA, or ALA
- Service on a regional or national committee, such as an ACRL or ALA
- Service as an active volunteer at a professional conference
- Service as a member of regional or national accreditation team
- Chairing a conference programming committee

XI.D.2 Significant Record of Service

Appointment to Full Professor requires that a faculty member achieve and maintain a significant record of effective participation in professional activities (See Section III.C). A significant record of effective service includes the demonstration of leadership in service, of an outstanding nature, usually of such kind as to make the individual regionally or nationally known or alternatively as a leading figure in service efforts promoted by the institution. Consistent, solid service in the annual evaluation are not sufficient to meet this expectation. Faculty member should be seen as contributing in an exemplary way to the goals and progress of the university or profession. Faculty members can demonstrate a significant record of effective participation in professional activities (Section III.C) in many ways, including, but not limited to, providing evidence of the following:

- Service as chair of University or Faculty Senate committees or task forces
- Service as an elected position in the Faculty Senate
- Election to office in regional or national organization
- Chairing a regional or national accreditation team
- Chairing a regional or national committee

XII Professional Development Leave

The Library follows the *Handbook* as it relates to Professional Development Leave practices and schedules. Please see Section 6.3.4 of the *Handbook*. The exception is the period of time, in that sabbaticals in the Library are only offered for a two-month period, June and July of the summer. All other processes and deadlines are the same.

XIII Non-Tenure-Track Appointments

XII.A   Faculty Ranks, Non-Tenure-Track

Non-tenure-track Library faculty members are library personnel with academic rank, appointed to a full-time or part-time, non-tenure track position. The Provost, upon recommendation of the Dean and Faculty,

documents in an appointment letter the initially assigned rank, general duties and expectations, as well as any other special circumstances. Non-tenure-track faculty members assigned Librarianship/Teaching appointments may hold the following ranks, in order of lowest to highest:

- Lecturer
  - Lecturer
  - Associate Lecturer
  - Senior Lecturer
  - Distinguished Lecturer
- Faculty of Practice
  - Assistant Professor of Practice
  - Associate Professor of Practice
  - Professor of Practice

XII.B   Criteria for Selection, Non-Tenure-Track

The criteria for the selection of non-tenure-track appointments is consistent with UTC's faculty hiring practices and qualifications. Upon determining the best use of a position, the Library follows the process below.

- Criteria for selection are unique to each position and are defined in the position description and evaluative rubric that include the appropriate degree, experience, required qualifications, and desired qualifications.

Searches for non-tenure-track appointments are conducted in accordance with Section 4.1 of the *Handbook*.

XII.C   Criteria for Appointment to Faculty Rank, Non-Tenure-Track Lecturer

The Library has established the following criteria for appointment of faculty members to non-tenure-track Librarianship/Teaching appointments (Lecturers, Associate Lecturers, Senior Lecturers, and Distinguished Lecturers). The Library will make non-tenure-track Librarianship/Teaching appointments for specific library assignments as documented in the position description, the annual evaluation process, and the goal development processes. Full-time, non-tenure-track faculty holding Librarianship/Teaching appointments are full faculty members of the Library and are asked to serve on departmental committees, vote on committees when they meet the membership criterion, participate in all activities of the Library, and fully benefit from the resources of the Library and University. See Sections 4.2 and 4.7 of the *Handbook* for additional details. **Demonstrated excellence or the quality of job performance in a library faculty member's assigned area of position responsibility is the most important and essential criterion for appointment and reappointment.**

Notwithstanding the foregoing, Library faculty members holding Visiting Faculty appointments are not permitted to participate in the governance of the Library. Non-tenure-track faculty holding Librarianship/Teaching appointments may, but are not required, to engage in research, scholarly productivity or professional service activities. Those efforts, when focused in their area of responsibility may be supported by the Library, as determined in consultation with their Department Head during the annual goal-setting process.

XII.C.1 Lecturer

A faculty member appointed to the rank of Lecturer is required to meet the following standards.

- Have a master's degree from a program accredited by the American Library Association, or advanced degree in an appropriate field.

- Show potential or have demonstrated ability as a library faculty member.
- Have demonstrated ability to relate appropriately to students and professional colleagues.

All appointments made at this rank are for a definite term of one year or less.

XII.C.2 Associate Lecturer

A faculty member appointed to the rank of Associate Lecturer is required to meet the following standards.

- Have a master's degree from a program accredited by the American Library Association, or advanced degree in an appropriate field.
- Have achieved a reputation as an accomplished library faculty member.
- Have demonstrated the ability to relate appropriately to students and professional colleagues.
- If applicable, have demonstrated excellence in the quality of job performance in a library faculty member's assigned area of position responsibility.

All appointments made at this rank are for a definite term of up to three years.

XII.C.3 Senior Lecturer

A faculty member appointed to the rank of Senior Lecturer is required to meet the following standards.

- Have a master's degree from a program accredited by the American Library Association, or advanced degree in an appropriate field.
- Have achieved and maintained a reputation as an accomplished library faculty member.
- Have demonstrated an ongoing ability to relate appropriately to students and professional colleagues.
- If applicable, have demonstrated excellence in the quality of job performance in a library faculty member's assigned area of position responsibility.

All appointments made at this rank are for a definite term of up to five years.

XII.D   Criteria for Appointment to Faculty Rank, Non-Tenure-Track Faculty of Practice

The Library has established the following criteria for appointment for non-tenure-track Faculty of Practice. The Library will appoint non-tenure-track Faculty of Practice for specific library assignments as documented in the position description, the annual evaluation process, and the goal development processes. Full-time, non-tenure-track Faculty of Practice are full faculty members of the Library and are asked to serve on departmental committees, vote on committees when they meet the membership criterion, participate in all activities of the Library, and fully benefit from the resources of the Library and University. See Sections 4.2 and 4.7 of the *Handbook* for additional details. **Demonstrated excellence or the quality of job performance in a library faculty member's assigned area of position responsibility is the most important and essential criterion for appointment and reappointment.**

Notwithstanding the foregoing, Library faculty members holding Visiting Faculty appointments are not permitted to participate in the governance of the Library. Non-tenure-track Faculty of Practice may, but are not required, to engage in research, scholarship, creative, or professional service activities. Those efforts, when focused in their area of responsibility may be supported by the Library, as determined in consultation with their unit head during the annual goal-setting process.

XIII.D.1   Assistant Professor of Practice

A faculty member appointed to the rank of Assistant Professor of Practice is required to meet the following

standards.

- Have a master's degree from a program accredited by the American Library Association, or advanced degree in an appropriate field.
- Show potential or have demonstrated ability as a library faculty member.
- Have demonstrated ability to relate appropriately to students and professional colleagues.

All appointments made at this rank are for a definite term of up to three years.

XIII.D.2   Associate Professor of Practice

A faculty member appointed to the rank of Associate Professor of Practice is required to meet the following standards.

- Have a master's degree from a program accredited by the American Library Association, or advanced degree in an appropriate field.
- Have achieved a reputation as an accomplished library faculty member.
- Have demonstrated ability to relate appropriately to students and professional colleagues.
- If applicable, have demonstrated excellence in the quality of job performance in a library faculty member's assigned area of position responsibility.

All appointments made at this rank are for a definite term of up to three years.

XIII.D.3   Professor of Practice

A faculty member appointed to the rank of Professor of Practice is required to meet the following standards.

- Have a master's degree from a program accredited by the American Library Association, or advanced degree in an appropriate field.
- Have achieved and maintained a reputation as an accomplished library faculty member.
- Have demonstrated an ongoing ability to relate appropriately to students and professional colleagues.
- If applicable, have demonstrated excellence in the quality of job performance in a library faculty member's assigned area of position responsibility.

All appointments made at this rank are for a definite term of up to three years.

XII.E   Criteria for Reappointment and Promotion, Non-Tenure-Track Librarianship/Teaching Appointments

The Library follows the *Handbook* as to non-tenure-track reappointment procedures, which are part of the annual evaluation process. The Library has established the following criteria for reappointment and promotion of non-tenure-track faculty holding Librarianship/Teaching appointments. See Section 4.3 of the *Handbook* for additional details.

XII.E.1 Assistant Lecturer

A faculty member reappointed to the rank of Lecturer is required to maintain the criteria for appointment to that rank, as described above. Faculty members holding appointments at the rank of Lecturer for four (4) years will be considered for promotion to the rank of Associate Lecturer. The candidate's performance at the rank of Lecturer will be considered in determining whether a faculty member meets the criteria for promotion to Associate Lecturer.

XII.E.2 Associate Lecturer

A faculty member reappointed to the rank of Associate Lecturer is required to maintain the criteria for appointment to that rank, as described above. Faculty members holding appointments at the rank of Associate Lecturer for six (6) years will be considered for promotion to rank of Senior Lecturer. The candidate's performance at the rank of Associate Lecturer will be considered in determining whether a faculty member meets the criteria for promotion to Senior Lecturer.

XII.E.3 Senior Lecturer

A faculty member appointed to the rank of Senior Lecturer is required to maintain the criteria for appointment to that rank, as described above. The candidate's performance at the rank of Senior Lecturer will be considered in determining whether a faculty member meets the criteria for reappointment to Senior Lecturer.

XII.F Criteria for Reappointment and Promotion, Non-Tenure-Track Faculty of Practice

The Library follows the *Handbook* as to non-tenure-track reappointment procedures, which are part of the annual evaluation process. The Library has established the following criteria for reappointment and promotion of non-tenure-track Faculty of Practice. See Section 4.3 of the *Handbook* for additional details.

XII.F.1 Assistant Professor of Practice

A faculty member reappointed to the rank of Assistant Professor of Practice is required to maintain the criteria for appointment to that rank, as described above. Faculty members holding appointments at the rank of Assistant Professor of Practice for a minimum of six years may be considered for promotion to the rank of Associate Professor of Practice. The candidate's performance at the rank of Assistant Professor of Practice will be considered in determining whether a faculty member meets the criteria for promotion to Associate Professor of Practice.

XII.F.2 Associate Professor of Practice

A faculty member reappointed to the rank of Associate Professor of Practice is required to maintain the criteria for appointment to that rank, as described above. Faculty members holding appointments at the rank of Associate Professor of Practice for a minimum of six years may be considered for promotion to the rank of Professor of Practice. The candidate's performance at the rank of Associate Professor of Practice will be considered in determining whether a faculty member meets the criteria for promotion to Professor of Practice.

XII.F.3 Professor of Practice

A faculty member appointed to the rank of Professor of Practice is required to maintain the criteria for appointment to that rank, as described above. The candidate's performance at the rank of Professor of Practice will be considered in determining whether a faculty member meets the criteria for reappointment to Professor of Practice.

XII.G Criteria for Evaluation, Non-Tenure-Track

The Library follows the *Handbook* as to the annual evaluation process for non-tenure-track faculty. All departmental procedures related to the evaluation expectations of non-tenure-track faculty are consistent with Section 4.4 of the *Handbook*.

As outlined in Section VIII of the Library *Bylaws*, all non-tenure-track faculty holding Librarianship/Teaching or Faculty of Practice appointments, regardless of rank, are evaluated in the annual evaluation process (EDO) as are tenured and tenure-track faculty, with similar expectations for librarianship and department service. Evaluation criteria during the EDO process will assess for demonstrated excellence or the quality of job performance in a library faculty member's assigned area of position responsibility, as outlined in Section IX of the Library *Bylaws*.