


# Campus Correspondence

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WASHINGTON AND LEE UNIVERSITY

September 9, 1999

TO: President's Advisory Committee  
FROM: Larry Boetsch   
RE: Guidelines

During the last year I had suggested to Barbara Brown that the Advisory Committee would be assisted by a set of guidelines for promotion and tenure that were specifically directed toward library faculty. The enclosed represents a draft of proposed guidelines for such procedures, and I circulate them to you for your review. You will note that Barbara has considered some of the special factors of a library faculty appointment in suggesting appropriate guidelines, but has relied substantially on our current university procedures for promotion and tenure.

Please direct comments or suggestions for further revision to me, and I will pass them along to Barbara. I would like the Committee to vote on adopting these procedures for library faculty in the early fall.

Cc: President Elrod

9/7/99

## Promotion and Tenure Documentation Guidelines for Librarians

The purpose of this document is to interpret the *University-Wide Policy on Salaries, Reappointments, and Promotions* (Faculty Handbook, June, 1998, p. 46 ff.) as it applies to faculty members in the university library. In the following list we have identified categories of documents that provide evidence for judging a librarian's performance in the areas of teaching effectiveness, intellectual activity and achievement, and academic citizenship, the criteria used in the evaluation of all faculty members. Librarians are hired for 12-month appointments with faculty rank. Teaching in the classroom may or may not be a portion of an individual librarian's job responsibilities. For librarians, the criterion teaching effectiveness is understood to mean effectiveness in all areas of the job description, including teaching when that applies.

All files should include a current curriculum vitae and job description. Evidence to support the criteria mentioned above should/may include the following:

### *Teaching Effectiveness/Job Performance*

The file **should** include:

1. Faculty activities reports
2. Library department annual reports
3. Significant internal reports; manuals; project reports; policies and procedures documents; library publications; etc.
4. Peer evaluations, for example, from other W&L library staff, W&L faculty; librarians at other institutions.
5. Letters of evaluation from all members of the promotion and tenure committee (letter should also contain evaluation of the candidate's scholarship, research, and service activities)
6. Annual review reports from department head

The file **may** include:

1. Summary of student evaluations for the years the faculty member has taught at W&L

2. Letters of evaluation from alumni and former students
3. Selective course syllabi, bibliographies, examinations, writing assignments, examples of materials produced to support the work of faculty colleagues, uses of Web
4. Any published or unpublished articles or papers on pedagogy
5. Candidate's personal statement on goals and methods of teaching; professional goals
6. Any other material agreed to by the candidate and the chairperson of the promotion and tenure committee

### *Intellectual Activity and Achievement*

The file **should** include:

1. Unpublished scholarship and research; internal papers; material created and presented on the Internet
2. Papers, poster sessions, etc. presented at professional meetings; to lay audiences
3. Professional association and society memberships and elected or appointed offices held in regional and national professional organizations
4. Professional consultancies, i. e. accrediting team, visiting committee, other instances when the candidate's professional expertise is solicited by others outside Washington & Lee

The file **may** include:

1. Published articles, monographs, books, book reviews
2. External peer evaluations of published and unpublished scholarly and research projects and papers presented
3. Other evidence of scholarly reputation among peers, e.g. invitations to present papers at professional meetings; citations of published work by others
4. Internal and external grant proposals (funded and unfunded)
5. Journal advisory boards and editorships; grant review committees