Mississippi State University Libraries Academic Promotion and Tenure Policies

Mississippi State University Libraries Promotion and Tenure Committee

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Mississippi State University Libraries

Academic Promotion and Tenure Policies

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MISSISSIPPI STATE UNIVERSITY LIBRARIES

ACADEMIC PROMOTION AND TENURE POLICIES AND PROCEDURES

INTRODUCTION

Recruitment and retention of faculty to carry out Mississippi State University's (hereafter referred to as the University) mission rest on known, consistent standards that reward superior performance and that provide incentives for all faculty members to reach higher performance levels. Therefore, the establishment of standards and policies governing tenure, promotion and annual performance reviews is imperative. All faculty members will have the opportunity to participate in both the establishment and revision of tenure and promotion criteria, policies and procedures. The promotion and tenure documents will be made available to all current and prospective faculty members.

The policies and procedures set forth in this document apply only to library faculty. The objective of this document is to state criteria and procedures for appointment, promotion in academic rank, and tenure consistent with the goals and resources of the University. All regulations for library faculty appointments must adhere to section V. Promotion and Tenure Procedures located in the MSU Faculty Handbook.

I. ROLE OF THE MISSISSIPPI STATE UNIVERSITY LIBRARIES IN FULFILLMENT OF THE MISSION OF THE UNIVERSITY

In accordance with the stated mission of the University to serve Mississippi, the region and the nation through teaching, research, and service, the Mississippi State University Libraries' (hereafter referred to as the Libraries) mission is to provide four essential services: collecting, managing, ensuring access to, and facilitating analysis of information necessary for superior learning, research, and service.

II. ROLE OF THE LIBRARY FACULTY IN THE UNIVERSITY COMMUNITY

Library faculty are expected to make significant contributions to the mission of the University in the areas of teaching, research, and service. To accomplish these goals, faculty must meet criteria that are both unique to the academic library profession and similar to the activities of other faculty. Assessment of faculty development is based on their job performance in the areas of teaching, research and service. All faculty, whatever their area of responsibility, contribute to the teaching mission of the University by selecting information, making information available through various formats, and/or providing instruction on the access and use of information. These functions must be based on recognized professional criteria. Faculty are also responsible for achievement in research and service. Faculty must confer frequently with their immediate supervisors to make sure annual goals and objectives sufficiently increase professional progress at an adequate level.
A. Teaching/Librarianship:

The teaching activities of library faculty within the University setting encompass a wide range of functions that include and extend beyond classroom instruction. Faculty are specialists in providing access to all types of information, the development of collections (resources), bibliographic control and organization, instruction, reference and advisory services, development of information systems, resource management, administration and planning, and outreach.

B. Research:

Library faculty are expected to conduct research and present results in refereed journals, at conferences of professional societies, and through other scholarly forums.

C. Service:

The service activities of library faculty enhance the educational mission and scholarly life of the University community and its programs, improve the quality of life in society, and promote the general welfare of the institution, the community, the state, the nation, and beyond. Faculty strengthen the position of the Libraries through their service activities in the Libraries, the University, professional organizations, and other related associations.

D. Scholarly Activity:

Participation in the scholarly life of the University, particularly for faculty on the professional tracks, may encompass activities which are scholarly in nature but not of the nature of research papers or presentations, or service activities. Such activities further the mission of the University, the Libraries, and the career of the faculty member, and are recognized as doing so for the purpose of promotion.

E. Professional Development:

Professional development of library faculty enhances the performance of their teaching/librarianship, research, and service activities; and can be exhibited in any or all of these areas. Pertinent activities include but are not limited to workshops, institutes, and conferences; formal course work and/or completion of a degree; a committee internship or other service-skill preparatory activities.

III. GENERAL STATEMENT FOR INITIAL LIBRARY FACULTY APPOINTMENT

All regulations of the University concerning employment, promotion, and granting of tenure must adhere to the By-Laws and Policies of the Board of Trustees of State Institutions of Higher Learning (IHL) (1970, with subsequent amendments). Specific attention is called to the MSU Faculty Handbook, online version.
A. Appointment should follow the same procedures established for appointing all faculty. Any person appointed to the library faculty must have a Master’s degree from a school accredited by the American Library Association or an appropriate subject Master's/Doctorate degree for specialist positions as defined in the American Library Association policy statement on Library Education and Personnel Utilization. The faculty member must also possess the skills and qualifications necessary as identified by objective job criteria for each position.

B. To ensure that only candidates of the highest quality are appointed, a search committee shall review all candidates. The Dean of Libraries and the coordinator in whose department the vacant position has been posted shall name a search committee composed of faculty and appropriate staff members from throughout the Libraries. The search committee shall make advisory recommendations to the Dean of Libraries.

C. Appointment Criteria Based on Academic Rank

Criteria for appointment, depending on rank, are included in the procedure handbook for the rank.

D. At the time of initial appointment, terms and conditions, including the initial rank at appointment, beginning tenure clock year (when applicable), starting date and salary, will be stated and confirmed in a Letter of Offer to the appointed faculty member from the Dean of Libraries. A written response indicating understanding of terms and conditions will be required of the appointed faculty member.

E. Probationary Period

Until promotion and/or tenure is granted, faculty members are in a probationary period. The probationary period for faculty begins at the start of the faculty member’s first full contract year. A full contract year is defined as one that starts on July 1 for 12-month employees and continues until the next contract period. If the initial contract starts after July 1, that time is not included in the probationary period. (Refer to MSU Faculty Handbook, V. Promotion and Tenure Procedures).

The first new contract following the tenure decision must clearly detail whether it is a terminal contract or a contract indicating continuous employment with the University. Failure to achieve tenure after six (6) years will require a terminal seventh (7th) year contract.

If a candidate for a faculty position wishes to apply years at another institution of higher education toward fulfillment of the minimum probationary period for tenure, they will be responsible for providing documentation during the hiring process for consideration by the Dean of Libraries.
IV. GENERAL STATEMENT ON THE RELATIONSHIP OF THE ANNUAL FACULTY REVIEW TO THE PROMOTION AND TENURE PROCESS

The Annual Faculty Review is part of a process toward promotion and tenure. This evaluation will consist of a written review of the previous year's progress and a written agreement about the faculty member's objectives, responsibilities, and expectations for the coming year, and the supervisor's assessment of progress toward promotion and tenure. The written agreement about the coming year must be consistent with the promotion and tenure criteria of the Libraries - see Annual Faculty Evaluation and Review in the MSU Faculty Handbook.

A. The Annual Faculty Review will be conducted by the appropriate supervisor at the beginning of the calendar year. As a part of the review process, the supervisor and the faculty member will agree in writing to the faculty member's objectives, responsibilities, and expectations. These goals and objectives are stated in section III of the Annual Faculty Review form and must be consistent with the tenure and promotion criteria. This agreement, signed by both parties, will be reviewed by the Dean of Libraries and is placed in the faculty member's permanent file. The faculty member has the right to attach a dissenting statement to all copies of this review. If the supervisor and the faculty member cannot reach an agreement, the matter will be referred to the Dean of Libraries. The faculty member shall be advised and counseled several times a year by their supervisor concerning their progress toward promotion and tenure.

B. A permanent file for each faculty member is to be maintained in the Office of the Dean of Libraries. No record in this file is to be added to, changed, or withdrawn without the knowledge of both parties. Each file is confidential and available only to the library faculty member, their supervisor, the appropriate Associate Dean, Dean of Libraries, and other authorized University officials. The responsible administrative officer will make all pertinent information available to the appropriate committee(s) when the faculty member is a candidate for promotion and tenure, or when the information is needed in an appeals or grievance case.

V. GENERAL STATEMENT ON PROMOTION AND TENURE

A. Promotion

Promotion in rank constitutes benchmarks on a career path. All faculty should continue to grow, progress, and develop along a professional path. Faculty must exhibit professionalism and meet expectations in all three areas. Tenure-track professorial ranks must exhibit excellence in teaching/librarianship and at minimum satisfactory performance in both research and service. Teaching Professor and Professor of Practice ranks must exhibit excellence in teaching/librarianship and satisfactory performance in both service and scholarly activities. Research Professor ranks must exhibit excellence in research and satisfactory performance in teaching/librarianship and service. Instructor ranks must exhibit excellence in teaching/librarianship and satisfactory performance in research and service.
Promotion will normally only be considered after a faculty member has served at least five years in rank so that sustained productivity at the Libraries can be demonstrated. Applications for promotion prior to that time will be regarded as early action and considered only for exceptionally strong and well documented cases. No activities pre-dating the initial appointment will be considered unless agreed on in the letter of hire. If applying for Professor, Teaching Professor, Professor of Practice, Research Professor, or Instructor III, only activities since the last promotion will be considered.

B. Tenure

According to IHL Board Policy 403.01, tenure is defined as: Continuing employment that may be granted to a faculty member after a probationary period upon nomination by the Institutional Executive Officer for election by the Board.

Tenure is granted by the University with the expectation that the faculty member will continue to perform at or above the minimum standards set by the Libraries and University. Excellence in teaching/librarianship and satisfactory performance in research and service are needed to qualify a faculty member for tenure. The granting of tenure is the result of a thorough evaluation of a faculty member's performance in teaching/librarianship, research, and service. The objective of the evaluation is to determine whether the faculty member is progressing toward or has attained a national reputation.

Attainment of tenure at the Libraries is by no means automatic, based on years of service. Failure to achieve tenure after six (6) years will require a terminal seventh (7th) year contract.

Tenure is only available to academic faculty hired on the tenure-track. Teaching Professor, Professor of Practice, Research Professor, and Instructor ranks are eligible for promotion according to the guidelines for promotion but are not eligible for tenure.

C. International Faculty

Faculty who are not permanent residents of the United States may apply for promotion and tenure prior to receiving permanent residency status as long as a petition has been filed with United States Citizenship and Immigration Services (USCIS). If a faculty member is recommended for promotion and/or tenure prior to attaining permanent residency status, tenure will be withheld until such time that status is granted, but it will not affect promotion in professorial rank. However, the timeline for attaining permanent residency status will be governed by USCIS regulations such that if a faculty member is denied permanent residency or residency status in the United States expires then the University will be under no obligation to grant tenure. (See your offer letter.)

D. Collegiality

Collegiality at MSU Libraries may include demonstrating professional courtesy and respect for the professional and scholarly work of colleagues, reflecting a spirit of
cooperation and collaboration in library activities, and recognition of fellow faculty and staff achievements in librarianship, scholarly activity, and/or service. We also recognize that professional and scholarly argument and disagreement, when done respectfully, is not discouraged and in fact contributes to the rich and diverse mosaic of the academic community.

Faculty have the academic freedom to select an effective pedagogical approach appropriate to their discipline and based on their scholarly expertise; simultaneously, faculty have a professional responsibility to select pedagogical approaches demonstrated to be effective through assessment and established research. Additionally, all scholars must recognize the fact that they are fallible and may be subject to human frailty of bias and error. Therefore, every scholar has the right to express their views with conviction as well as a duty to uphold the academic freedom of every other member of the University community. This means the right to speak and express oneself freely, the right to criticize ideas, and the right to have one’s ideas criticized. The pursuit of truth proceeds on the foundation of the free exchange of ideas. Academic disagreements are therefore not something to be feared, but a sign of the vitality of the University. As such, ad hominem, threats or intimidation, which attack people rather than their ideas, have no place in the academic community. Academic freedom is central to the mission of a healthy university. Every scholar claiming sanctuary in the University must uphold it as a matter of academic responsibility.

VI. DEFINITION AND APPLICATION OF CRITERIA FOR PROMOTION AND TENURE BY RANK

A. Tenure and Promotion to Associate Professor

Appointment at an academic rank does not carry the presumption of automatic tenure or promotion beyond this rank. Upon appointment to Assistant Professor, the faculty member begins to build a record of achievement toward meeting the criteria for tenure and promotion to Associate Professor. Both tenure and promotion to Associate Professor require that the faculty member consistently demonstrates excellence in teaching/librarianship, performs at a satisfactory level in the other two areas of research and service, and demonstrates a potential for a national reputation.

B. Promotion to Professor

A Professor is a faculty member who has met the criteria for Associate Professor, has achieved a national reputation with excellence in teaching/librarianship, and excellence in either research or service, and a satisfactory level in the remaining area. An Associate Professor is not required to apply for promotion to Professor.

Upon promotion to Associate Professor or Professor, the faculty member should continue to demonstrate excellence in teaching/librarianship, and at least a satisfactory level for research and service.
VII. THIRD YEAR REVIEWS

A. Purpose

The third-year review process provides untenured academic faculty, professional track faculty, and instructors an assessment by the Libraries’ Promotion and Tenure Committee (P&T Committee) of their professional development and prospects for a successful application for academic faculty promotion and tenure to Associate Professor, as well as promotion for professional track faculty and instructors, at the end of the probationary period. The assessment is made during the faculty member/instructor's third year (or third tenure clock year for tenure-track faculty), and the intent of this assessment is to guide, assist, and encourage the faculty member or instructor to prepare for the promotion and/or promotion and tenure review. The P&T Committee’s assessment and comments should be considered as suggestions to be used as the faculty member and their supervisor consider appropriate.

The purpose of the third-year review is to provide an assessment of an individual's professional development and their prospects for a successful application for promotion in rank or tenure and promotion to Associate Professor. The third-year review includes an assessment of the strengths and weaknesses of the candidate in each of the three areas: teaching/librarianship, research, and service, as well as in collegiality. Evaluation will be done using the same three-point rating scale as the promotion and tenure evaluation – unsatisfactory, satisfactory, and excellent.

VIII. EXTERNAL REVIEWS

A. Purpose

The process for awarding promotion and/or tenure in academic rank requires rigorous, fair, and objective evaluation of each candidate’s record of productivity. The purpose of an external review is to provide an independent assessment of a candidate’s teaching/librarianship, research, and service. These reviews are beneficial in evaluating the productivity of a candidate and their progress toward or achievement of a national reputation. External reviewers’ comments regarding the quantity and quality of a candidate’s work provide important evidence to inform Libraries’ and University judgments of qualification for promotion and/or tenure.

B. Sources of External Reviewers

Libraries’ policy will provide a process for generating a list of objective, knowledgeable reviewers. The set of appropriate reviewers will be derived with input from (1) the
applicant, who may consult with their coordinator and/or immediate supervisor, and (2) the current P&T Committee.

1. External Reviewers Suggested by Candidate

It is solely the candidate’s responsibility to select their external reviewers. According to the timeline in Appendix N and using the form in the procedure handbook, the candidate will submit to the Chair of the P&T Committee a list of four potential external reviewers and from this list, two names will be chosen. It is recommended, but not required, that potential reviewers have similar job duties and responsibilities as the candidate. The list should state the following for each potential reviewer:

- Name
- Title/Rank
- Address (no P.O. Box)
- Telephone number(s)
- E-mail address
- Brief statement of their qualifications
- Relation to candidate (if any)
- Short explanation as to why this person was selected in terms of their general qualifications in the discipline

After the P&T Committee receives the list, they will contact the suggested reviewers to ensure they meet the qualifications of an appropriate external reviewer, are willing to serve in this capacity, and to request a copy of their current vita. If the suggested person does not meet the qualifications or is not willing to serve, the Applicant will be asked to provide another name.

Mississippi State University Libraries recognizes that Teaching, Research, and Service are all valued and important in the library profession. For our External Review purposes, more emphasis should be placed on Teaching and Research than Service.

2. External Reviewers Suggested by P&T Committee

According to the timeline and using the form in the procedure handbook, the P&T Committee will compile an additional list of five potential external reviewers. The list should state the following for each potential reviewer:

- Name
- Title/Rank
- Address (no P.O. Box)
- Telephone number(s)
- E-mail address
- Brief statement of their qualifications
- Relation to candidate (if any)
- Short explanation as to why this person was selected in terms of their general qualifications in the discipline
The P&T Committee will contact the suggested reviewers to ensure they meet the qualifications of an appropriate external reviewer, are willing to serve in this capacity and request a copy of their current vita. The candidate may choose to drop one name from the list of willing reviewers and then the P&T Committee will select two individuals from the remaining names.

3. Potential Conflict

If a candidate has any concern about the impartiality of anyone who might be selected as an external reviewer, this should be made known to the P&T Committee as soon as possible. Should extenuating circumstances occur, the P&T Committee reserves the right to drop or add additional names to the final list of potential external reviewers.

C. Criteria for External Reviewers

External reviewers must possess the credentials to provide an objective and knowledgeable assessment of the candidate’s work. They should be leaders in the candidate’s area of excellence and have been selected on the basis of their familiarity with the discipline of the candidate, including standards for professional and scholarly activity in the discipline. Generally, they should be tenured with faculty status at Carnegie Research Universities at the level of “high” or “very high” research activity (see procedure handbook) at or above the rank proposed for the candidate. In unusual instances in which a reviewer does not hold faculty status or is not a member of a Carnegie Research University, an explanation for selecting this individual should be provided by the candidate.

It may also be appropriate to use reviewers who have moved to positions in national professional associations, in government, or in industry. Thus, external reviews should be from tenured professors or individuals of equivalent stature outside academe who are widely recognized in the field, and who are chosen because of their ability to objectively evaluate the candidate’s work.

Because external reviews are to be independent, objective, and impartial, selected reviewers should not have a special relationship with the candidate or conflict of interest (e.g., a research collaborator, supervisor, former departmental colleague, relative or someone with whom the candidate had close collaboration on a committee or service-related activity). External reviewers cannot be on the faculty of Mississippi State University as a regular faculty member, adjunct faculty member or part-time faculty member nor should they be a current student of the University.

D. Determination of External Reviewers

The P&T Committee is required to use the template in the procedure handbook in creating their letters/e-mails to individuals requesting their willingness to serve as an external reviewer for a specific candidate’s application for promotion and/or tenure.
All responses are kept by the Chair of the P&T Committee as official documentation toward completing the application process.

E. Communication with External Reviewers

From the suggested nine external reviewers, the P&T Committee will choose a total of four individuals to be contacted (two from the candidate's list and two from the P&T Committee's list). The candidate is not notified as to which of their suggested external reviewers are selected by the P&T Committee.

1. Request for Reviewer's Participation

   Preceding each candidate's review by the P&T Committee and according to the timeline in the procedure handbook, the P&T Committee will solicit external reviews of the candidate's dossier. The letter soliciting comments must be identical for all candidates and must be written in neutral terms to avoid the suggestion that either a positive or a negative recommendation is requested.

2. Materials Available to External Reviewers

   External reviewers will be provided with material pertaining to a candidate's promotion and/or tenure information which includes the following:

   1) A letter with instructions for completing the review (with deadline). These letters (found in the Procedure handbook) will highlight the duties of the external reviewers as well as the concerns that they must take into account to recommend an applicant for promotion and tenure.
   2) MSU Libraries' Academic Promotion and Tenure Policies and Procedures
   3) Cover letter and the candidate's promotion and/or tenure application
   4) Representative samplings of productivity from the Teaching/Librarianship, Research and Service components which emphasize quality over quantity

   The candidate will submit one read-only PDF copy of each of the bulleted items 2-5 listed above and submit them to the Chair of the P&T Committee (see the procedure handbook for more detailed instructions). The P&T Committee Chair will send these PDF files to each of the chosen External Reviewers.

   As a candidate does not include copies of all articles written, all workshop evaluations given, all committee reports made, etc. in their supportive documentation, they will not include all copies of similar items for their external review packets.

F. Distribution of External Reviewers' Reports

   Once an external reviewer completes their evaluation and returns it to the Chair of the appropriate P&T Committee, the Chair will place the review into the candidate's application dossier within a designated tabbed section for External Reviews.
No explicit weight will be assigned to external reviews, and it will not be assumed that they are more accurate or authoritative than internally generated evaluations. Such reviews should be viewed as additional information only. The final decisions regarding promotion/tenure recommendations and actions remain the exclusive responsibility of the P&T Committee and the Libraries’ and University administration.

G. Confidentiality of External Reviewers’ Reports and External Reviewers

External peer reviews are confidential during the review process. Members of the P&T Committee may not disclose the contents of external peer reviews to the candidate or to others not involved in the review process.

It is also important that those who are writing recommendations pertaining to candidate’s application for promotion and/or tenure avoid mentioning the names of the external reviewers and quoting them in the text of their recommendation. These recommendations become part of the candidate’s personnel file, which they have a right to review. The only place a reviewer’s name should be mentioned is on the “Record of External Review Letters for MSU Libraries’ Promotion and/or Tenure Applications” (see Procedural Handbook) as originally submitted by the applicant and the P&T Committee. External reviewers will remain anonymous to the candidate and a statement on confidentiality is included in the letter to the reviewer.

Upon completion of the promotion and/or tenure application process, each candidate will have returned to them all documentation pertaining to their application, which includes the redacted external review letters. The original external review letters are kept in the Mississippi State University Dean of Libraries’ office.

H. Summary of How External Reviews Were Conducted

In order to make it clear to the Provost and Executive Vice President, President and others reviewing a promotion and/or tenure application exactly what procedures were used in selecting the external reviewers, the following statement should be included in the External Review section of every application followed by a sample letter sent to each reviewer, the two log sheets, and the four external review letters.
Summary of How External Reviews Were Conducted
Mississippi State University Libraries

2023-2024

Sources of External Reviewers

External Reviewers Suggested by Candidate

According to the University’s and Libraries’ promotion and tenure timeline and using the attached form, the candidate submitted to the Chair of the MSU Libraries’ Promotion and Tenure (P&T) Committee the following list of four potential external reviewers. These potential external reviewers were contacted by the Libraries’ P&T Committee to ensure they were willing to serve in this capacity. From this list, the MSU Libraries’ P&T Committee selected two individuals to contact.

External Reviewers Suggested by MSU Libraries’ P&T Committee

According to the University’s and Libraries’ promotion and tenure timeline and using the attached form, the MSU Libraries’ P&T Committee compiled an additional list of five potential external reviewers. These potential external reviewers were contacted by the MSU Libraries’ P&T Committee to ensure they were willing to serve in this capacity. From this list, the candidate was given the option of dropping one name and thereafter, the MSU Libraries’ P&T Committee selected two individuals to contact.

Choice of External Reviewers

From the suggested nine external reviewers, the MSU Libraries’ P&T Committee chose a total of four individuals to be contacted (two from the candidate’s list and two from the MSU Libraries’ P&T Committee’s list). The candidate was not notified as to which of their suggested external reviewers were selected by the MSU Libraries’ P&T Committee.

IX. PROCEDURES FOR LIBRARY FACULTY PROMOTION AND TENURE

Once a faculty member submits their application for promotion and tenure, it is reviewed within the Libraries and then submitted to the University administration for further review.

A. Libraries’ Committees on Promotion and Tenure

There are three Libraries’ Committees on Promotion and Tenure: (1) the P&T Committee, (2) the Promotion to Professor Committee, and (3) the Promotion in Rank Committee. The members of these Committees will deliberate and vote on promotion and tenure applications only at their rank or below.

1. Promotion & Tenure Committee: The Libraries’ promotion and tenure policies adhere to and reflect the University’s promotion and tenure policies. The P&T Committee shall consist of all full-time, tenured faculty members with the rank of Associate Professor or above, excluding the Associate Deans and the Dean of
Libraries. An organizational committee meeting will be called by the outgoing chair by June 15, at which time a chair will be elected. A person shall not be elected as chair for two consecutive years.

1) The following members of the P&T Committee will recuse themselves during deliberations and votes on promotion and tenure applications, but they may participate in all other P&T Committee business (i.e., third year reviews):

   - The faculty member currently elected to serve on the University Promotion and Tenure Committee
   - The coordinator of the faculty member

2) The P&T Committee serves as an advisory body to the Dean of Libraries. The P&T Committee will annually review all criteria, policies, and procedures followed by the Libraries to ensure that they are equitable and effective.

3) The P&T Committee reviews all third-year reviews and promotion and tenure dossiers and makes appropriate recommendations in writing. P&T Committee recommendations will be made on the basis of a simple majority vote (not separate votes on teaching/librarianship, research and service). At the close of each committee year, the chairperson will submit all relevant documents to the Dean of Libraries, who will then deposit them in the appropriate file.

2. Libraries’ Committee for Promotion to Professor: The Committee for Promotion to Professor is an ad hoc committee and consists of all eligible full-time, tenured library professors. In academic years when there are not at least three library professors eligible to serve on the Committee for Professor, an election for one or more MSU professors from other University departments will take place. Their term of service is for one promotion and tenure cycle. The procedure for appointing non-library professors to the Committee for Promotion to Professor is as follows:

1) Each candidate for promotion to Professor submits two names of academic faculty who are eligible to serve (i.e., are MSU tenured professors). Submissions are made to the Chair of the Committee for Promotion to Professor.

2) Each candidate contacts their nominees before submitting the names to verify their interest in actually being nominated.

3) The Committee submits two names of academic faculty who are eligible to serve.

4) The Chair of the Committee contacts the Committee’s nominees before submission of names to verify their interest in actually being nominated.

5) If nominated academic faculty are unwilling to serve, the candidate and/or Promotion to Professor Committee will name additional academic faculty until
the candidate(s) and the Committee each have two names on the ballot that are willing to serve if elected.

6) It is possible that more than one candidate will unknowingly nominate the same academic faculty. The nominees will stand as submitted and the candidates will not be asked to nominate additional academic faculty unless one or more of the nominees decline the invitation to be nominated.

7) The ballot (consisting of two nominees from each candidate and two nominees from the Promotion to Professor Committee) will be distributed by the Chair of the Committee to all library faculty. If one additional committee member is needed, then each person will vote for one of the four nominees. If two additional committee members are needed, then each person votes for two of the four nominees.

8) The Chair of the Committee for Promotion to Professor will be a library faculty member and will be elected by members of that Committee. The Chair will be responsible for coordinating the external review letters, calling meetings, conducting the vote and writing the letter to the Dean of Libraries.

9) In the instance when there are no library faculty eligible to serve on the Committee for Promotion to Professor, the following procedure will be followed:

   a. Each candidate for professor will nominate two academic faculty members, as will the Promotion to Professor Committee as outlined in the previous steps.

   b. The Chair of the Promotion to Professor Committee will prepare the ballot. The library faculty will vote for three academic faculty members. Nominees receiving the most votes will be elected. The academic faculty receiving the remaining votes will be recorded in case the successful nominees cannot serve at the last minute.

   c. The Chair of the Promotion & Tenure Committee will serve as an ex officio member of the Committee for Promotion to Professor. The ex officio member will act as a liaison and/or interpreter of Libraries’ promotion and tenure issues for the Committee for Promotion to Professor, and will be responsible for meeting deadlines (e.g., writing letters, calling meetings). The Committee for Promotion to Professor will elect a chair from the members. The Chair would be responsible for seeing that the group evaluates the applications and records the votes.

   d. Only the professors on the Committee for Promotion to Professor will discuss and evaluate the applications. The ex-officio member will not participate in the deliberations or in the voting.

3. Committee for Promotion in Rank: The Committee for Promotion in Rank is an ad-hoc committee comprised of at least five faculty members at or above the rank to which the faculty member is applying for promotion. In the event that no
professional-track faculty are available to serve, at least four tenured faculty from the library will be on the committee, and at least one professional-track faculty member from an outside department will be on the committee. The Library’s representative on the University’s Promotion and Tenure Committee and the coordinator of the faculty member applying for promotion may not serve on the committee.

The committee will be formed by an election from all eligible faculty members to be held no later than August 1 each year.

4. In order that the appropriate P&T Committee may function more effectively, the Dean of Libraries and appropriate supervisors will make available to Committee members all pertinent and available information (See Appendix M: Checklist of Required Materials for Completed Dossier). It will be the responsibility of all Committee members to review all such information before voting on any nomination for promotion and tenure or promotion to professor. Committee recommendations are based on the result of simple majority vote on the application as a whole (not separate votes on teaching/librarianship, research and service).

5. The candidate may withdraw their application at any time during the review process.

6. Recommendations of the appropriate Committee (Promotion to Professor or Promotion and Tenure), including written justifications, will become part of the application dossier transmitted to the Dean of Libraries. The appropriate Committee Chair will inform the candidate of the Committee’s recommendation, affirmative or negative. The Dean of Libraries shall inform the Committee and the candidate, in writing, with justification of their recommendation.

7. The recommendations of both the appropriate Committees and the Dean of Libraries (whether affirmative or negative) will be conveyed to the Mississippi State University Provost and Executive Vice President. Reasons for a denial of promotion or tenure at the Libraries’ level will be transmitted to the candidate by the Dean of Libraries.

8. The Provost and Executive Vice President will review the recommendations of the appropriate Committee and the Dean of Libraries. Reasons for denial of promotion or tenure at this level will be transmitted by the Provost and Executive Vice President to the candidate directly or through the Dean of Libraries.

9. The candidate will be officially notified of the transfer of the application and the recommendation at each level of their nomination for promotion or tenure in the Libraries. The final written recommendation will be placed in the candidate’s Libraries’ personnel file.
B. Provost and Executive Vice President

1. The Provost and Executive Vice President of Mississippi State University, after reviewing the candidate’s dossier, makes a recommendation to the President of the University, and details of that recommendation are transmitted to the Dean of Libraries and to the Chair of the appropriate Promotion and Tenure Committee.

2. The Provost and Executive Vice President will, each year, in consultation with the University Committee on Promotion and Tenure, review all criteria, policies, and procedures related to promotion and tenure, to ensure they are: (1) consistent with regulations of the Board of Trustees and (2) internally consistent, equitable, and understandable.

C. President

The President of Mississippi State University makes a decision on all recommendations for promotion and tenure. Once the decisions have been made, the President will send the decisions to candidates and other appropriate individuals.

D. University Promotion and Tenure Committee

The Libraries’ promotion and tenure policies and procedures must adhere to the University’s promotion and tenure policies and procedures (see the *MSU Faculty Handbook*.)

Should an applicant be denied promotion and/or tenure, they will have 10 business days in which to appeal to the University Promotion and Tenure Committee. For details pertaining to appeals, see Section XII. Appeals.

X. CALENDAR OF PROMOTION AND TENURE DEADLINES

A calendar (see procedure handbook) concerning promotion and tenure deadlines will be distributed to the faculty by the Chair of the P&T Committee after the calendar has been established by the Provost and Executive Vice President.

XI. NOTICE OF NON-REAPPOINTMENT OR RESIGNATION

Refer to the *MSU Faculty Handbook Section V. Promotion and Tenure Procedures, 2022 Notice of Non-reappointment of Non-tenured, Tenure-track Faculty* at: 
http://www.provost.msstate.edu/faculty-handbook Section H [line 858]

XII. APPEALS

Refer to the *MSU Faculty Handbook Section V. Promotion and Tenure Procedures, 2022 Appeals* at: 
http://www.provost.msstate.edu/faculty-handbook Section G [line 822]
XIII. POST TENURE REVIEW

Refer to the OP 01.21 – Post-Tenure Review Policy located at:
https://www.policies.msstate.edu/sites/www.policies.msstate.edu/files/2020-03/01.21%20final.pdf

XIV. PROCEDURES FOR AMENDING THE MISSISSIPPI STATE UNIVERSITY LIBRARIES PROMOTION AND TENURE POLICIES AND PROCEDURES

Any suggested change(s) in existing policies and procedures of the Mississippi State University Libraries Academic Promotion and Tenure Policies and Procedures must be submitted in writing by April 1 of each year to the P&T Committee. The P&T Committee will review all suggested changes and, by May 1 of each year, inform the Dean of Libraries of these changes, and present the changes and recommendations to the faculty by May 15. The faculty will meet and vote on changes by June 1.

Amendments to the Libraries Promotion and Tenure document take effect on July 1 of the next academic year (July 1-June 30). Faculty applying for promotion and tenure will follow the policies and procedures of the previous Promotion and Tenure document. However, they have the option of applying under policies and procedures of the July 1 newly amended P&T document if they wish.