

OREGON INSTITUTE OF TECHNOLOGY

Academic Rank and Promotion for Library Faculty OIT-20-041

This policy outlines eligibility requirements and criteria for promotion. For each succeeding academic rank, expectations of performance and leadership are higher. Library faculty at the instructor level, for instance, are expected to have effective library skills and current knowledge

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Instructor to Assistant Professor

Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, ALA accredited master

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Associate Professor to Professor

Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, ALA accredited master's degree, twelve years appropriate professional experience, and/or postgraduate work beyond the master's degree. Indefinite tenure is not a requirement because library faculty members are not currently eligible for tenure.

Criteria for Promotion:

The rank of Professor is the highest rank attainable in the academic profession. Appointment or promotion to this rank therefore requires evidence of exceptional distinction by a combination of leadership, accomplishment, and service in the scholarly, educational, and intellectual life of the Institute or wider academic community. In itself a long period of

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- c. Exceptions to the committee membership rules may be requested of the Provost by submission of letters from both the candidate and Library Director.
- d. The Library Director shall designate a member of the Promotion Review Committee to convene its first meeting. The Promotion Review Committee will select a chair from within its membership. Each committee member shall sign the statement of ethics document.
- e. If the Library Director has applied for promotion and met the eligibility requirements and criteria, the Provost will serve in place of the Library Director in the review process.

2. External Review

The process of awarding promotion requires a fair and objective evaluation of the candidate's portfolio. The purpose of an external review is to provide an independent assessment of a candidate's librarianship, professionally-related public service, and professional development as defined in this document.

- a. For promotion from Instructor to Assistant professor, no external review is required. All other ranks require three external reviewers. Selection of external reviewers is the responsibility of the candidate in consultation with the Library Director.
- b. The candidate for promotion, in consultation with the Library Director, will agree upon and submit a list of five potential external reviewers to the Promotion Review Committee. The Promotion Review Committee chair will contact and verify the suitability of the selected reviewers. If the Promotion Review Committee determines an external reviewer is not appropriate according to the criteria in this document, the candidate will be asked to submit an alternate external reviewer. External reviewers must have the ability to provide an objective and knowledgeable assessment of the candidate's work. External reviewers are expected to be independent and objective, thus selected reviewers should not have a significant conflict of interest with the candidate. In cases of disagreement between the Promotion Review Committee and the candidate on the suitability of external reviewers (or if there are fewer than three suitable reviewers), the Library Director will be asked to supply a final list in consultation with the candidate.
- c. The Promotion Review Committee chair will contact potential reviewers requesting their willingness to serve as an external reviewer during Week 5 of Winter term. If an external reviewer agrees to participate, the chair of the Promotion Review Committee will forward a letter of intent that outlines the review process and highlights review deadlines.
- d. The chair of the Promotion Review Committee will provide each external reviewer a copy of the candidate's complete portfolio, and a copy of policy OIT-20-041 Academic Rank and Promotion for Library Faculty.

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initiate the appeal process by submitting a letter of rebuttal to the Library Director by the end of the fifth week of Winter term. The Library Director will form an Ad Hoc Committee chaired by the Provost. Upon request, the Ad Hoc Committee chair shall provide each applicant an opportunity to address the committee to present a case for promotion.

- b. The Ad Hoc Committee will consider all evidence and determine whether there is just cause to further consider the applicant's request for promotion. The Ad Hoc Committee's decision is final. If the Ad Hoc Committee decides not to review the

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Faculty Rights

1. Grievance procedures mandated by OARs 580-021-0050 and 580-021-0055 are located in the Policy and Procedures portion of the Human Resources section of the OIT website.
2. Faculty may access and respond to the documentation of the promotion decision archived in their Provost file as delineated by the Faculty Records Policy: OIT-22-010.

Recommended by:

Faculty Senate – April 5, 2016

President's Council – June 8, 2016

Approved: _____



Jay D. Kenton, Interim President

Date: August 8, 2016