

The Ohio State University Libraries Committee on Promotion and Promotion and Tenure at the Rank of Professor: STANDING RULES

Responsible Committee: Professors

History: Approved by vote of the Faculty, July 2009

I. SERVICE

A. Members of the University Libraries faculty at the rank of Professor excluding the Director of University Libraries, Director of the Prior Health Sciences Library, and assistant and associate directors serve on the Committee.

II. OFFICERS

A. The Professors Committee has two officers, a Chair and Vice Chair/Chair-elect. A new Vice Chair/Chair-elect is elected each year at the Committee's organizational meeting in the fall. Should the Chair resign, the Vice Chair assumes that office and a new Vice Chair/Chair-elect shall be elected.

B. The Chair shall establish agenda and times for the meetings of the Committee. The Chair shall preside at meetings and vote. The Chair shall also act as spokesperson for the Committee and prepare written reports for the Director of Libraries. The Chair appoints all necessary sub-committees.

C. The Vice Chair presides in the absence of the Chair, counts ballots at Committee meetings, and reviews written reports prepared by the Chair when requested to do so. The chair and the Vice-Chair meet with the Procedures Oversight Designee (POD) to set the calendar for the upcoming year.

D. The POD serves as the Committee's Affirmative Action Designee.

III. PROFESSORS COMMITTEE/PROCEDURES OVERSIGHT DESIGNEE RELATIONSHIP

A. The POD assists candidates in the preparation of the core of the dossier. (See Section VI B 1 of the Appointments, Promotion, and Tenure Criteria and Procedures of the University Libraries document.)

B. A POD with the rank of full professor is ineligible to participate in the discussion and voting of promotion cases.

IV. GENERAL PROCEDURES

A. Meetings.

1. Meetings may be called by the Chair whenever deemed necessary to conduct business

which falls under the jurisdiction of the Committee.

2. Meetings of the Committee shall be in executive session. Attendance at these meetings for anyone except Committee members and the POD shall be by invitation only.

3. A quorum shall be necessary to conduct business at a meeting. A quorum shall consist of a simple majority of the members eligible to discuss the case.

4. Any Committee member in the direct reporting line of a candidate is automatically excused from the discussions and the vote on that person. Any Committee member who has written half or more of a candidate's evaluations or has written an evaluation more recently than three years prior to the review shall be ineligible to participate in the discussion and vote.

5. In meetings concerning tenure and promotion decisions, each Committee member shall attend all meetings in their entirety, if at all possible, where he or she is eligible to participate and vote on the actions under consideration. Written absentee ballots must be received prior to the meeting in which the vote is taken. (See Section VI.B.2 of Appointments, Promotion, and Tenure Criteria and Procedures for the University Libraries.)

B. Sub-Committees.

1. Subcommittees may be appointed by the Chair whenever deemed necessary to conduct business which falls under the jurisdiction of the Committee.

C. Promotion and tenure reviews.

1. All recommendations for promotion must be submitted to the Committee in writing.

2. A faculty member considering non-mandatory promotion pre-review may request a meeting with the POD, the Chair, and the Vice Chair or other representatives of the Professors Committee at any time, as negotiated by the participants. The discussion may include:

- a. Requirements and criteria for promotion candidacy as appropriate;
- b. Documentation requirements;
- c. Any questions from the candidate.

3. Committee members review the personnel folders of all candidates for promotion and tenure candidacy. Personnel folders are available for examination by the Committee in the Human Resources office for at least two weeks prior to the discussions of the cases under consideration and they are available for review any time thereafter.

4. Personnel folders plus the summary vitae of candidates are available at meetings. All eligible members of the Committee participate in the discussion and evaluation of candidates. Individual faculty members shall be evaluated on their performance in librarianship and

teaching; scholarship, creative work and publication; and service. (See Appointments, Promotion, and Tenure Criteria and Procedures for the University Libraries document for additional information.)

5. It is the responsibility of the Chair and the POD to ensure that reasoned and fair discussion is held. Vote is by secret ballot. In the event that one member (or more) of the Professors Committee requests that a vote be postponed to a subsequent meeting, the Chair will automatically postpone the vote on a candidate. Discussion of the case may continue; however, no vote may be taken. Even if a majority of members requests to proceed, the Chair shall postpone the vote and reschedule it within 10 working days. A vote can only be postponed once. Circumstances which might lead to a request for postponement may include (but are not limited to):

- a) Inadequate information in the candidates file;
- b) Difference of opinion on information/need for follow-up;
- c) A desire to meet with the candidate;
- d) New information presented in discussion that requires time for deliberation;
- e) A difficult case requiring further reflection.

6. After the vote is taken, the Chair or designee shall draft a letter summarizing the discussion of the case and justifying the vote. At the next meeting of the Committee, the chair or designee reads each letter to the Committee and asks for comments. The letter is revised as suggested by the Committee, and a final written version is communicated as a recommendation to the Director of Libraries. If the Director disagrees with the recommendation the Director must inform the Committee of the reasons for the disagreement.

7. Faculty being considered for promotion shall be informed by the Chair of the Committees recommendation and of the Directors decision in person.

8. The Director of Libraries writes the formal letter of recommendation and includes a statement of the Committees concurrence or disagreement with that recommendation. The letter, accompanied by appropriate documentation, is submitted to the Office of Academic Affairs.

NOTE: 1) Roberts Rules of Order will be followed after consulting with The Ohio State University Board of Trustees' Rules of the University Faculty, the Office of Academic Affairs Policies and Procedures Handbook, and the OSUL Pattern of Administration.