

**University of South Carolina School of Medicine**  
**Tenure Procedures and Criteria for Library Faculty**

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# UNIVERSITY OF SOUTH CAROLINA SCHOOL OF MEDICINE

## Tenure Procedures and Criteria for Library Faculty

### Introduction

The mission of the University of South Carolina School of Medicine is to improve the health of the people of South Carolina through the development and implementation of programs for medical education, research, and the delivery of health care. The faculty of the Library supports this mission by providing and facilitating access to the information required by the students for learning and study and the faculty for research, patient care, teaching, and other scholarly activity. Service is also provided to other members of the scientific community and to lay persons in need of health information.

This document provides a structure for evaluating candidates for tenure in the Library of the School of Medicine.

### Procedures

All School of Medicine procedures will comply with the University of South Carolina procedures and conform to the University Tenure and Promotion Calendar.

1. All non-tenured Library faculty may be considered for tenure each year and will receive written notification at least thirty days before the deadline for submitting their file for consideration. The chair of the Tenure Committee in collaboration with the Director of the Library is responsible for notification of the faculty member (with a copy to the Dean's Office).
2. Any faculty member who does not wish to be considered in any given year must notify the Director of the Library in writing by the stated deadline. Faculty in the decision year must be considered. The faculty member desiring consideration must submit a file, using forms provided by the Provost's office, to the Director by the University deadline. The Director, in consultation with the chair of the Tenure Committee, will solicit a minimum of five letters of support from external referees. Two of these will be selected from a list of five provided by the candidate. Referees suggested by the candidate must be so indicated in the file. A minimum of three referees will be independent of the list provided by the candidate and must be selected to evaluate the candidate's teaching, research and service. The candidate may solicit additional letters that will be filed in a section separate from that of the external referees' letters. The referees will be sent (a) the criteria for tenure for Library faculty members, (b) the candidate's curriculum vitae, and (c) representative publications of the candidate or other pertinent information. Referees will be asked to comment on whether the candidate meets the unit criteria for tenure. Referees will also be asked to indicate the candidate's

- standing in terms of contributions to the field. When placed in the candidate's file, a biographic paragraph that states the referee's qualifications to comment on the candidate must accompany each letter. The Director will forward the information, along with his or her personal recommendations, a description of what the candidate's position has been within the Library from the date of hire, and a statement of the distribution of the candidate's time and effort in teaching, research/scholarly activity, and service to the chair of the Tenure Committee.
3. Following the deadline for submission of the file, the Tenure Committee of the Library will meet and make its recommendations. The Tenure Committee will consist of all tenured Library faculty. If there are fewer than five tenured librarians, tenured faculty serving on the Library Committee will be asked to serve. A tenured librarian who has previous experience serving on the Committee will serve as chair. Voting will be by secret ballot. Written ballot justifications are mandatory and must address how the candidate either meets or fails to meet unit criteria. Ballots with justification will be returned to the chair of the Tenure Committee (or a designee) using a double envelope system. The inner envelope will have no marks of identification and will contain the marked ballot and justification. The outer envelope will contain the sealed inner envelope and will have the name and signature of the voting faculty member on the outside. The two envelopes will be separated upon receipt by a mechanism that prevents pairing of the two envelopes. Votes will be recorded as favorable, unfavorable, or abstain. A favorable decision will require a two-thirds vote of the justified "yes" or "no" votes of all members. Ballots marked "abstain" and those lacking justification will not be counted in determining a majority. The chair of the Tenure Committee will compile and send to the Dean a list of all eligible faculty casting ballots and of those failing to vote. The chair of the Tenure Committee will forward all recommendations to the Dean with supporting material.
  4. It is the responsibility of the chair of the Tenure Committee to notify the faculty member under consideration of the favorable or unfavorable recommendation by the Committee. In the case of an unfavorable recommendation, a summary of the ballot justification, prepared by the chair of the Tenure Committee, will also be provided to the candidate. A faculty member receiving a negative recommendation by the Tenure Committee may appeal the recommendation by notifying, in writing, the chair of the Tenure Committee of the intention to file an appeal within the schedule given in the University Tenure and Promotion Calendar. If the candidate appeals the Committee's recommendation, the chair of the Tenure Committee will invite further written comments from the faculty. The Dean will review the files of all candidates receiving a positive recommendation from the Tenure Committee, candidates who are appealing a negative recommendation from the Committee, and candidates for tenure in their decision year. The Dean will add an assessment and recommendation to these files and forward them to the Provost.
  5. Additions to the file initiated by the candidate or faculty after the Tenure

Committee's vote has occurred are limited to the following items:

- a) The list of publications submitted or under review may be amended to indicate acceptance for publication.
  - b) The list of grant proposals submitted may be amended to indicate funding.
  - c) Letters submitted directly to the Dean or as part of an appeal may be added
6. Failure to recommend favorably at a particular time, except in a decision year, is without prejudice with respect to future consideration.
  7. The procedures for appeals to the University Grievance Committee are presented in the *Faculty Manual*.

### **Criteria for Tenure**

#### **A. General Guidelines**

Tenure is granted based on the level of performance as a librarian. The librarian's position includes certain management and administrative roles that are not required of other faculty. There is considerable variation in the duties required, determined largely by the area of administrative responsibility. Public services librarians are more involved in instruction and have more teaching opportunities, whereas technical services faculty are more likely to teach classes in areas where they have special expertise, but may not be involved in teaching on a daily basis. Those working in the technical services area may have more flexibility to devote time to research or special projects that enhance the services the Library can provide. With a small faculty, all librarians must be able to assist patrons in the use of bibliographic tools required to retrieve information thus ensuring coverage of the public services area. Because of the nature of the librarian's position, heavy consideration is given to the degree of excellence of performance as revealed by annual evaluations. Outlined below are the required levels of activity to indicate a rating of outstanding, substantial or adequate performance in service, teaching and scholarly/research. For tenure, a librarian must demonstrate an outstanding performance in the area where the greatest percentage of his/her effort is concentrated and an adequate or better performance in the remaining two. Alternatively, demonstrating a substantial performance in the two areas with the greater percentage of effort and adequate in the remaining one is also deemed worthy of tenure.

#### **Service**

The essence of a librarian's profession is service. The daily assistance provided to patrons is obviously a service. Creation of a list of journal holdings that simplifies retrieval of a document is also a service as is the selection or cataloging of materials. In addition to satisfactorily covering their assigned area of service, each librarian must chair at least one library committee, volunteer for and, if chosen or elected, serve on one School of Medicine committee and/or a University Committee. They may also be involved with committees that work cooperatively with other University libraries or institutions to improve services that each provide.

Possible service activities include but are not limited to the following:

- Service on a Library Committee, preferably as chair.
- Service on a School of Medicine committee or task force.
- Service on a University committee or participation in University governance, i.e., Faculty Senate.
- Participation in special Library or School of Medicine projects.
- Organizing a workshop.
- Service to the community.
- Serving as a consultant in a professional capacity.
- Service as a member of a team of experts.
- Service in fulfilling the administrative and managerial duties of the position filled.

An adequate level of activity should include:

- Ongoing service on a Library Committee, preferably as chair. Attendance at 3/4 of the meetings.
- Volunteering each year to serve on a School of Medicine committee and, if selected or elected, attendance at 3/4 of regularly scheduled meetings.
- Active participation in the Library's weekly faculty meeting
- Attendance at regularly scheduled School of Medicine Faculty meetings.
- A rating of adequate for service on the majority of annual evaluations.

A substantial level of activity should include:

- All activities outlined above for an adequate performance.
- A rating of substantial for service on the majority of annual evaluations.

- Active participation in special Library projects that enhance the service provided to the Library's clientele or the smooth operation of the Library.
- Evidence of a high level of citizenship through service on campus wide committees or service on one USC Committee or a three year term in Faculty Senate.
- A record of committee work including the chairing of one of more Library Committees and membership of School of Medicine Committees.

An outstanding level of service should include:

- All activities outlined above for a substantial rating.
- A rating of outstanding for service on the majority of annual evaluations.
- Active participation in special School of Medicine or University projects.
- Evidence of service to the professions such as organizing a workshop or other professional learning experience or serving as a consultant in a professional capacity or service as a member of a team of experts.

### **Teaching**

Teaching is a very important part of the librarian's work. Frequently this will be the point of use instruction provided individually to the Library's patrons. Any librarian must be able to provide instruction of this type as needed. In addition, the Library offers a number of classes to help individuals hone their skills in the use of databases, various software programs and the Internet. The responsibility for these classes falls primarily on the public services staff, but all librarians are expected to play a role in the decision making for the type of training to be offered and in the development and content of these classes. It is expected that each librarian take responsibility for teaching one class or perhaps to co-teach with another librarian when that is appropriate. Participation in orientations for incoming students in the medical and graduate programs are beneficial for the student and the Library. Library faculty may also be responsible for classes offered to students as part of the curriculum of the School of Medicine such as ICP or BMSC 700, or participate in special events such as Capstone Month.

Possible teaching activities include but are not limited to the following:

- Instructing and advising Library users in the efficient and effective use of Library resources.

- Teaching or co-teaching a class that is offered on a recurring basis.
- Participating in Library orientation.
- Teaching a class within the regular curriculum of the School or participating in Capstone Month.
- Developing syllabi for courses or other educational activities or assisting other faculty in such activities.
- Teaching colleagues by presenting or participating in a workshop or other continuing education activity.

An adequate level of performance should include:

- Regularly teaching at least one class that is offered on a recurring basis.
- Overall peer and student evaluations of “3” on a scale of 1 to 5 where “5” is the highest
- Participation in Library orientations for School of Medicine Students.
- Providing individual instruction during the time spent manning the reference desk.
- Providing instruction for other Library faculty and staff in the use of software or equipment related to one's department.
- A rating of adequate for teaching on the majority of annual evaluations.

A substantial level of performance should include:

- Teaching one or more recurring classes plus teaching a class for Capstone.
- Overall peer and student evaluations of “4” on a scale of 1 to 5 where “5” is the highest.
- Other activities as outlined above for an adequate performance.
- A rating of substantial for teaching on the majority of annual evaluations.

An outstanding level of performance should include:

- Teaching multiple recurring classes plus teaching a class for Capstone and other teaching within the curriculum such as BMSC 700.
- Overall peer and student evaluations of “5” on a scale of 1 to 5 where “5” is the highest.
- Teaching other librarians or students in the professions. For example participating in instruction at the College of Library and Information Science or conducting a workshop or CME activity.
- Other activities as outlined above for a substantial rating

- A rating of outstanding for teaching on the majority of annual evaluations.

### **Research and Scholarly or Professional Activities**

Medical librarianship is changing almost as rapidly as the field that it serves. This requires that librarians maintain currency through reading, research, continuing education, and involvement in professional organizations. Librarians are expected to belong to one appropriate professional organization and more if possible. They will also use resources such as electronic mailing lists to remain current and to interact with their peers. Presentations at professional meetings or to other groups who request input, publications in professional journals, and participation in the governance or planning of professional organizations are all important activities for the librarian. Research projects pursued individually or cooperatively are encouraged and funding sought when possible.

Possible activities in this area include but are not limited to the following:

- Submitting to and publishing in local, regional, or national journals or newsletters.
- Presenting papers at local, regional, or national meetings.
- Reviewing books and other literature.
- Development of media, computer software, etc.
- Membership in professional organizations at the national, regional, and local level.
- Committee involvement or holding office in a national, regional, or local library association.
- Moderating or participating in panel discussions.
- Participating in research projects and grant applications.
- Writing book reviews for publication.
- Poster presentations at a national, regional, or local meeting.
- Preparing and mounting exhibitions.
- Demonstrating an interest in professional activities through participation in various continuing education programs.
- Participating in a library specific electronic discussion group and possibly moderating such a group.
- Submission of a grant proposal, either individually or as part of a group.

An adequate level of activity should include:

- Annually holding membership in at least one professional organization with evidence of involvement such as at least one term of office or service on a committee.
- Attendance at one professional association meeting each year that travel money is available.
- Participation in at least 8 contact hours of continuing education activity each year.
- Annual participation in at least one electronic discussion group related to one's specific duties.
- At least one publication in a professional journal and one presentation at a professional meeting, either a poster or a paper.
- A rating of adequate for research/scholarly activities on the majority of annual evaluations.

A substantial level of activity should include:

- Membership in a national professional organization
- Holding office or serving on a committee for a local, regional or national professional organization.
- A total of two or more publications and one presentation at the annual meeting of the regional or national organization.
- Activities equivalent to those outlined above for an adequate performance.
- Submission of a grant whether funded or not.
- A rating of substantial for research/scholarly activities on the majority of annual evaluations.

An outstanding level of activity should include:

- Membership in national, regional and local professional organizations.
- Holding office or serving on a committee at the regional level or higher.
- A total of three or more publications and two presentations at the regional level or higher.
- Activities equivalent to those outlined above for a substantial performance.
- Securing funding for a grant or project.
- A rating of outstanding for research/scholarly activities on the majority of annual evaluations.

