

Approved by the University of South Carolina Tenure and Promotions Committee, May 5, 1981.

CRITERIA FOR TENURE OF LIBRARIANS IN THE SCHOOL OF MEDICINE

Tenure as a Medical Librarian shall be granted upon demonstration of the following standards:

1. **Excellence of Performance** as a librarian, referring to competence, creativity and initiative in the performance of professional responsibilities, effectiveness in applying subject knowledge and bibliographic techniques in building and organizing library collections, skill in meeting user needs and in stimulating wider use of resources, and development of administrative skills necessary for the operation of the library. Evidence may include, but is not limited to, the following:

1. Developing library resources through the selection and acquisition of library materials.
2. Instructing and advising library users and colleagues, both formally and informally, in the efficient and effective use of library resources.
3. Extending access to the library resources through bibliographic control.
4. Demonstrating effective interpersonal communications skills with library users and colleagues.
5. Using appropriate bibliographic tools to assist library users in information acquisition.
6. Organizing bibliographic and other informational files.
7. Developing innovative programs which facilitate the delivery of library or informational services.
8. Improving section performance through creative problem-solving.

2. **Scholarly Ability**, referring to activities related to inquiry and research, for example, publications in professional and scholarly journals, presentations of papers, reviews of books and other literature, consulting, service as a member of a team of experts, task force, review committee or similar body. Evidence may include, but is not limited to, the following:

1. Presenting papers, moderating or participating in panel discussions, reports, etc.
2. Publishing in professional and scholarly journals.
3. Contributing as author, editor, or indexer to publications in any format.
4. Preparing research reports.
5. Reviewing books, databases, software, etc.
6. Preparing bibliographies or guides which significantly enhance access to and use of information resources.
7. Preparing and mounting exhibitions.
8. Submitting grant proposals and serving as principle investigator.

3. Effectiveness of Service to the Institution and Community, referring to successful service on committees, participation in institutional governance, contributions to the educational component of the department, including teaching, organization of workshops, institutes or similar meetings, public appearances in the interest of librarianship or information transfer. Evidence may include, but is not limited to, the following:

1. Participating in University governance and/or committee work.
2. Serving on School of Medicine committees.
3. Serving on School of Medicine committees and task forces.
4. Participating substantively in the management of community projects under the auspices of the University, the School of Medicine, or the School of Medicine Library.
5. Organizing workshops for the local library or health care community.
6. Consulting in a professional capacity, serving as guest lecturer.

4. Professional Growth, referring to contributions made to the advancement of the profession by active participation in professional and learned societies as a member, and officer, a committee member or chairman, and to a demonstration of an interest in and an awareness of current developments in the library profession through various continuing education activities. Evidence may include, but is not limited to, the following:

1. Serving as an officer in a local, state, regional, or national professional organization.
2. Serving on a committee as a member or chair of a local, state, regional, or national professional organization.
3. Demonstrating an interest in professional activities through participation in various continuing education programs.
4. Recognition for professional activities, such as membership in the Academy of Health Sciences Information Professionals, receipt of award, etc.

PROCEDURES FOR TENURE OF LIBRARIANS IN THE SCHOOL OF MEDICINE

I. Organization and Function of Medical Librarian Tenure Committee

1. The Medical Librarian Tenure Committee shall consist of five (5) members. The Committee shall be composed of five tenured Medical Librarians, excluding the Library Director. If there are not enough tenured individuals within this group to constitute a committee of five, the Dean of the School of Medicine shall appoint additional tenured School of Medicine Faculty members, first from the School of Medicine Library Advisory Committee, and then from the general School of Medicine Faculty, to bring the Committee to the required size.

2. The Medical Librarian Tenure Committee shall be constituted and shall meet during those years when a medical librarian is eligible for tenure and requests to be considered.

3. When the Committee is constituted, a chairman shall be elected to serve for that year.

4. All voting shall be by secret ballot. Every vote, whether negative or positive, must be accompanied by a written rationale based only on the criteria established for the granting of tenure.

5. The Committee shall report the vote to the Dean.

6. The Dean of the School of Medicine shall forward the Committee vote along with his/her own recommendations and the candidate's file through administrative channels to the University Committee on Tenure and Promotion.

II. Procedures for Tenure

1. Unless the right is waived, each non-tenured medical librarian will be considered for tenure every year. Medical librarians normally will not be recommended for tenure until they have completed at least four (4) years as members of the School of Medicine Library Faculty.

2. Refusal of tenure is without prejudice with respect to future consideration, except in the final year.

3. A medical librarian automatically acquires tenure at the end of the seventh year, if tenure is not otherwise granted. If a medical librarian is to be terminated, notice of termination must comply with procedures established in the Faculty Manual for termination of faculty.

4. Non-tenured medical librarians shall be given notice in writing at least one month in advance of consideration for tenure so that relevant materials for the individual's tenure file may be collected. The candidate is encouraged to include statements from tenured medical librarians, tenured teaching faculty members in the School of Medicine, other tenured University faculty members, and other medical librarians who have knowledge of the candidate with regard to tenure criteria. Any interested person may submit letters to the Chairman of the Medical Librarian Tenure Committee to be inserted into the file.

5. Any medical librarian considered for tenure and rejected has the right of appeal and a right to file a grievance. Procedures for appeal and grievance specified in the Faculty Manual will apply.

6. For the purposes of career guidance and professional development, a written evaluation of all non-tenured medical librarians will be made at least once a year by the Library Director, and forwarded to the Dean of the School of Medicine.