

Tenure Guidelines for Library Faculty

The Alamo Community College District Policy Manual, DGC, Local, defines tenures as:

confirmation by the Board of Trustees, acting on the recommendation of the Chancellor, to elect a probationary faculty member to a faculty appointment for an indefinite period of time under which appointment such faculty member may be removed only for adequate cause, for the discontinuance of a course of study or financial exigency.

Tenure shall be granted to those Library faculty members whose work performance in the probationary years prior to tenure application indicates they will continue to serve with distinction in their jobs. The Department Tenure Committee will consider the following aspects of the faculty member's work performance when determining if the candidate shall be recommended for tenure: teaching, professional performance, service, and professional growth. The Department Tenure Committee will complete and forward the *Library Faculty Tenure Review Form* along with the candidate's dossier to the Department Chair by February 15.

Teaching: An understanding of the organization and use of information is a vital part of every student's education. As information experts, librarians have a significant instructional role. They contribute in a variety of ways, including: individual instruction at the reference desk, contribution to the planning and development of formal instruction, and formal library instruction. Evaluative documents for teaching include: student evaluations, the *Library Faculty Tenure Review Form*, the *Peer Review Summary*, ACCD's *Annual Report: Faculty Self-Evaluation*, ACCD's *Faculty Evaluation for Counselors and Librarians*, and any other documentation that may be relevant to teaching.

Professional Performance: Library Faculty have a broad range of individual professional assignments beyond teaching. These may include collection development, web page development and maintenance, liaison work, or responsibility for a specific library operation or service. The Department Tenure Committee will evaluate the candidate's knowledge of and demonstrated performance in these areas for which the faculty member has responsibilities. Evaluative documents for professional performance include: the *Library Faculty Tenure Review Form*, the *Peer Review Summary*, ACCD's *Annual Report: Faculty Self-Evaluation*, ACCD's *Faculty Evaluation for Counselors and Librarians*, and any other documentation that may be relevant to professional performance.

Service: In addition to the broad range of departmental responsibilities assigned to Library faculty, the Department Tenure Committee will examine the candidate's service to the profession, college, district, and community. Evaluative documents for service include: the *Library Faculty Tenure Review Form*, the *Peer Review Summary*, ACCD's *Annual Report: Faculty Self-Evaluation*, ACCD's *Faculty Evaluation for Counselors and Librarians*, letters of appreciation, awards, grants, and honors received and other written documents that attest to the candidate's contributions in any area of service listed above.

Professional Growth: Librarianship is a profession of continual growth and change. Librarians stay current with new developments and changes in librarianship in one or more of the following ways: attending conferences and workshops, being members in professional organizations, completing additional coursework, and making contributions to the field. Evaluative documents for professional growth include: certificates, earned course credits, including CE credits, the *Library Faculty Tenure Review Form*, the *Peer Review Summary*, ACCD's *Annual Report: Faculty Self-Evaluation*, ACCD's *Faculty Evaluation for Counselors and Librarians*, and other written documents that attest to continued professional growth.

The fifth year is generally the first year in which a faculty member may be considered for tenure. Permission to apply for tenure must be requested of the President in writing by September 15. Tenure candidates given credit for prior tenure track experience at the time of employment shall enter the tenure schedule at the appropriate year.

The Department Tenure Committee shall not be elected until the Department Chair indicates that a faculty member is eligible for tenure. All full-time, tenure track Library faculty members will elect the Department Tenure Committee by October 1. Only tenured Library faculty, excluding the Department Chair, may serve on the Department Tenure Committee. The Committee will be composed of three eligible Library faculty members.

The following appendices provide all additional information and checklists:

A. *Library Faculty Tenure Review Form*: To be used by the candidate's annual peer review committee and the candidate's Department Tenure Committee.

B. *Tenure Documentation Checklist*: To be used by faculty members each year while making progress towards tenure.

C. *Memorandum*: A sample memorandum to be sent to the President for those candidates applying for tenure.

D. *Tenure Application Schedule*: Provides all steps and deadlines for the tenure application process.

E. *Tenure Dossier*: Suggests the organization and contents of the tenure dossier to be submitted to the Department Tenure Committee.

Adopted by the Learning Resources Department on December 10, 2001

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