

## **Promotion & Tenure: Summary File Organization for Library Faculty**

**Note:** lines indicate the *requirement* for separate pages; some sections, by their nature (for example, five years of peer reviews or final recommendations, will be on separate pages; these are not indicated by lines). While some of the required information is duplicated, it is required for the *File Summary* and for *Documentation of the Summary* sections of the file.

<b>PART ONE: FILE SUMMARY</b>
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### **I. PREFATORY MATERIAL**

**A. Inside Front Pocket** supplied by the candidate

1. USC Upstate Mission Statement
  2. USC Upstate Criteria for Promotion and Tenure from *Faculty Manual*
  3. Unit Mission Statement
  4. Unit Promotion and Tenure Criteria
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**B. Letter of Appointment** provided by the candidate

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**C. Cover Page** provided by the candidate on the attached form

1. Candidate's name
  2. School
  3. Division
  4. Action Requested (i.e., promotion and/or tenure and to what rank)
  5. Signed Statement
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**D. Summary Voting Form** provided by the candidate on the attached form

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**E. Table of Contents** provided by the candidate listing all supporting material (no form required)

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**F. One-Page Vita Summary** provided by the candidate for use by the Board of Trustees: including (1) educational history, (2) employment history, and (3) all major contributions and activities in all criterion categories

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**G. Curriculum Vitae** provided by the candidate

1. personal data
    - a) name
    - b) educational history in reverse chronological order: College, major, degrees, and dates
  2. employment history in reverse chronological order: institution, rank/position, dates
  3. honors and awards in reverse chronological order
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**H. Summary Tables**

1. *Librarian Effectiveness Summary* provided by the candidate, may extend to more than one page

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  2. *Librarian Scholarly, Creative, and Professional Activities Summary* provided by the candidate, may extend to more than one page

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  3. *Librarian Service Activities Summary* provided by the candidate, may extend to more than one page
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**PART TWO: DOCUMENTATION OF SUMMARY**

**I. EFFECTIVENESS AS A LIBRARIAN**

**A. Statement of Philosophy of Librarianship**

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**B. Brief Description of Effectiveness of Librarian** including those activities directly supporting the educational mission of the university: reference work, library instruction, collection development, acquisitions, bibliographic control, administrative activities, and library systems/technology. Description should include demonstrated interest in and awareness of the importance of cooperation among libraries.

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**C. Brief Description of Significant Library Innovation**

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**D. Evaluations of Library Effectiveness**

1. Mandatory evaluation summary of librarian effectiveness by the Dean of the Library (see *Faculty Manual*)

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2. Peer Evaluations (optional)

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3. Candidate's comments on Evaluations of Librarian Effectiveness

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**II. SCHOLARLY, CREATIVE, AND PROFESSIONAL ACTIVITIES.** Listing and brief description of each item listed on *Librarian Scholarly, Creative, and Professional Activities Summary*.

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**III. SERVICE ACTIVITIES.** Listing by category and brief description of each item noted on *Librarian Service Activities Summary*. Include time demands, responsibilities, note whether activities were part of USC Upstate assigned duties and whether activities carried extra compensation.

**PART THREE: ASSESSMENTS, EVALUATIONS, AND RECOMMENDATIONS**

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**I. FACULTY MEMBER'S PERSONAL STATEMENT** (optional). Personal statements can include but are not limited to narratives concerning teaching, scholarly, and service activities. Statements can detail the quality of work and explain the extent of effort.

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**II. REVIEWS AND LETTERS**

- A. Peer Reviews** provided by candidate for previous five years, in reverse chronological order
- B. Administrative Reviews** provided by candidate for last five years, in reverse chronological order
- C. Letters Requested by Candidate** (see attached form)
- D. Letter from Outside Reviewer**
  - 1. *Acceptance of Outside Reviewer* form completed by supervisor (see *Faculty Manual*)
  - 2. Short curriculum vita of Outside Reviewer (provided by reviewer, inserted by candidate)
  - 3. Letter of Recommendation from Outside Reviewer (inserted by the Peer Review Chair)

**III. RECOMMENDATIONS FOR PROMOTION AND/OR TENURE**

- A. Peer Review Committee Recommendation and Justifications** (form to be completed, signed by all members of the committee, and inserted by the Peer Review Committee Chair)
  - B. Unit Chair Recommendation and Justification** (completed, signed, and inserted by the unit chair on university letterhead)
  - C. Dean's Recommendation and Justification** (completed, signed, and inserted by the dean on university letterhead)
  - D. Promotion and Tenure Committee Recommendation and Justifications** (form to be completed, signed by all members of the committee, and inserted by the Promotion and Tenure Committee Chair)
  - E. Executive Vice Chancellor for Academic Affairs Recommendation and Justification** (completed, signed, and inserted by the Executive Vice Chancellor on university letterhead)
  - F. Chancellor's Recommendation and Justification** (completed, signed, and inserted by the Chancellor on university letterhead)
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**IV. Responses.** The appropriate reviewer inserts all responses made by the candidate relating to the application for promotion and/or tenure. Candidates may send copies of all responses to the Chair of the Promotion and Tenure Committee.

## **Promotion & Tenure: Supporting Materials File Organization**

### **Effectiveness as a Librarian**

- Effectiveness documentation may be included in supporting binders.

### **Scholarly, Creative, and Professional Activities**

- Copies of publications or creative activities may be placed in supporting binders.

### **Service Activities**

- Service documentation may be included in supporting binders.

## **Promotion and Tenure Forms**

### **Attached are the Forms required for the Summary File**

- *Cover Page*
- *Summary Voting Form*
- *Librarian Effectiveness Summary*
- *Librarian Scholarly, Creative, and Professional Activities Summary*
- *Librarian Service Activities Summary*
- *Letters Requested by the Candidate*
- *Acceptance of Outside Reviewer*
- *Peer Review Form for Candidates Requesting Promotion*
- *Peer Review Form for Candidates Requesting Tenure*
- *Promotion and Tenure Committee Form for Candidates Requesting Promotion*
- *Promotion and Tenure Committee Form for Candidates Requesting Tenure*
- *Promotion and Tenure Committee Reconsideration Form for Candidates Requesting Promotion*
- *Promotion and Tenure Committee Reconsideration Form for Candidates Requesting Tenure*

**COVER PAGE**  
**Summary File**

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**Candidate's Name:**

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**School:**

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**Division:**

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**Action Requested** (i.e., tenure; promotion  
to a given rank)

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**Promotion & Tenure Criteria** date

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**Unit Criteria** date

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The candidate's signature indicates his/her acceptance of the promotion and tenure, candidate's unit criteria and his/her understanding that these serve as the basis for evaluation of the evidence in and accompanying the summary file. All material in the summary file is confidential and remains in the Office of the Executive Vice Chancellor for Academic Affairs.

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Candidate (signed/printed/dated)

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Peer Review Chair (signed/printed/dated)

**SUMMARY VOTING FORM**  
Summary File

**Candidate**

**School or Division**

**Date of first appointment at USC Upstate**

**Present Rank**

**Date of present rank at USC Upstate**

**Date**

**Tenured?**      \_\_\_ Yes \_\_\_ No      **Date Tenured:**

**Decision Year?**      \_\_\_ Yes \_\_\_ No

**VOTES AND RECOMMENDATIONS**

	<i>Promotion</i>			<i>Tenure</i>			<i>Initials</i>
<b>Peer Review</b> (5 members)	yes #___	no #___	abs #___	yes #___	no #___	abs #___	
<b>Division/Unit Chair</b>	yes	no	abs	yes	no	abs	
<b>Dean of the School</b>	yes	no	abs	yes	no	abs	
<b>Promotion &amp; Tenure Committee</b> (9 members)	yes #___	no #___	abs #___	yes #___	no #___	abs #___	

<b>Promotion &amp; Tenure Committee</b> (reconsideration, if required)	yes #____	no #____	abs #____	yes #____	no #____	abs #____	
<b>Executive Vice Chancellor</b>	yes	no	abs	yes	no	abs	
<b>Chancellor</b>	yes	no	abs	yes	no	abs	

If the number of those eligible to vote does not coincide with the number of votes cast, list the names of those eligible who did not vote and the reason for failure to vote. (Abstentions are considered to be votes and are *not*, therefore, listed below.)

<i>Name</i>		<i>Reason for not Voting</i>
Signed	Printed	

## LIBRARIAN EFFECTIVENESS SUMMARY

USC Upstate lists “effectiveness as a librarian” as the major requirement for promotion and tenure. The appropriate activities are quantified below.

Percent of Job Responsibility								
Year	Reference Work	Library Instruction	Collection Development	Acquisitions	Bibliographic Control	Coordinating Activities	Systems & Technology	Other





## LETTERS REQUESTED BY THE CANDIDATE

The *Faculty Manual* requires the candidate to submit at least three letters of evaluation from USC Upstate faculty. On the first three rows of the table, list the names and addresses of the mandatory references.

Candidates often request letters of support from additional people who are familiar with some aspect of the candidate's work. List the names and addresses of those references in the optional spaces of the table below.

The *Faculty Manual* does not require letters to be confidential. It is the candidate's decision to request the right to review the letters or to request that they are confidential.

*Please insert the letters after this form in the order listed on this form.*

	Name	Address	Candidate indicates with an "x" if letter is confidential	Date the letter placed in the file by the Chair of Peer Review
Required				
Required				
Required				
Optional				
Optional				
Optional				
Optional				
Optional				
Optional				

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**Peer Review Chair** (signed/printed/dated)

**ACCEPTANCE OF OUTSIDE REVIEWER**  
**Summary File**

**Note:** This form is to be completed and signed by the candidate's immediate supervisor. The supervisor must summarize (or list) the credentials of the outside reviewer and signify acceptance of the reviewer as appropriate for reviewing scholarship, creative activity, and professional service. Additional pages may be attached; the supervisor must initial additional pages.

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**Supervisor** (signed/printed/dated)

**PEER REVIEW FORM FOR CANDIDATES REQUESTING  
PROMOTION  
Summary File**

	<i>Promotion</i>			<i>Initials</i>
<b>Peer Review</b> (5 members)	yes #_____	no #_____	abs #_____	

**Written Justification**

**Note:** The Peer Review Committee Chair provides a (1) *Peer Review* and, on this form, (2) written justification for the committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

<b>Reviewer's Signature</b> (five members)		<b>Date</b>
<b>Signed</b>	<b>Printed</b>	
	<b>Chair</b>	

**PEER REVIEW FORM FOR CANDIDATES REQUESTING  
TENURE  
Summary File**

	<i>Tenure</i>			<i>Initials</i>
<b>Peer Review</b> (5 members)*	yes #_____	no #_____	abs #_____	

**Written Justification**

**Note:** The Peer Review Committee Chair provides a (1) *Peer Review* and, on this form, (2) written justification for the committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

<b>Reviewer's Signature</b> (five members)		<b>Date</b>
<b>Signed</b>	<b>Printed</b>	
	<b>Chair</b>	

**PROMOTION AND TENURE COMMITTEE FORM FOR CANDIDATES  
REQUESTING PROMOTION  
Summary File**

	<i>Promotion</i>			<i>Initials</i>
<b>Promotion and Tenure Committee</b> (9 members)	yes #_____	no #_____	abs #_____	

**Written Justification**

**Note:** The Chair of the Promotion and Tenure Committee provides a written justification for the committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

<b>Reviewer's Signature</b> (nine members)		<b>Date</b>
<b>Signed</b>	<b>Printed</b>	
	<b>Chair</b>	

**PROMOTION AND TENURE COMMITTEE FORM FOR CANDIDATES  
REQUESTING TENURE  
Summary File**

	<i>Tenure</i>			<i>Initials</i>
<b>Promotion and Tenure Committee</b> (9 members)	yes #_____	no #_____	abs #_____	

**Written Justification**

**Note:** The Chair of the Promotion and Tenure Committee must provide a written justification for the Committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

<b>Reviewer's Signature</b> (nine members)		<b>Date</b>
<b>Signed</b>	<b>Printed</b>	
	<b>Chair</b>	

**PROMOTION AND TENURE COMMITTEE *RECONSIDERATION* FORM  
FOR CANDIDATES REQUESTING  
PROMOTION  
Summary File**

	<i>Promotion</i>			<i>Initials</i>
<b>Promotion and Tenure Committee</b> (9 members)	yes #____	no #____	abs #____	

**Written Justification**

**Note:** The Chair of the Promotion and Tenure Committee must provide a written justification for the Committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

<b>Reviewer's Signature</b> (nine members)		<b>Date</b>
<b>Signed</b>	<b>Printed</b>	
	<b>Chair</b>	

**PROMOTION AND TENURE COMMITTEE *RECONSIDERATION* FORM  
FOR CANDIDATES REQUESTING  
TENURE  
Summary File**

	<i>Tenure</i>			<i>Initials</i>
<b>Promotion and Tenure Committee</b> (9 members)	yes #____	no #____	abs #____	

**Written Justification**

**Note:** The Chair of the Promotion and Tenure Committee must provide a written justification for the Committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

<b>Reviewer's Signature</b> (nine members)		<b>Date</b>
<b>Signed</b>	<b>Printed</b>	
	<b>Chair</b>	