TO: Executive Committee, Indiana University Faculty Council

FROM: Erika Dowell, Chair, Faculty Standards Committee, Bloomington Library Faculty Council (BLFC)

RE: Revisions to the IU Academic Handbook

DATE: 8 February 2016

The Indiana University Library Faculty Council (IULFC) voted to dissolve on August 24, 2012. For many years, the principal activity of the IULFC was the oversight of our university-wide system of promotion and tenure review. In the years leading up to the dissolution of IULFC, it became clear that librarians need to conform primarily to campus policies. A university-wide system could not resolve differences between campus policies and became unsustainable.

The elimination of this university-wide system of promotion and tenure requires the revision of some language in university policies to:

- remove references to the Indiana University Library Faculty Handbook (pp. 2)
- remove references to the IU Libraries Faculty Review Board (pp. 3-4)
- remove one note that references the former university-wide system of promotion and tenure review (pp. 4)

Our proposed revisions follow. All of the proposed revisions serve to align library faculty policy language more closely to that of the faculty. We view these revisions as purely administrative. For these reasons, we request that these changes be placed before the University Faculty Council at its next meeting on February 23, 2016, approved, and forwarded to the Trustees of Indiana University.
ITEM ONE

Faculty and Librarian Tenure (ACA-37)

Procedures for Librarians

Subject to the provisions which follow, a person appointed as a professional librarian in the Indiana University Library system shall have Library tenure after the same probationary period that is applicable to the faculty.

Recommendations for advancement to tenured status for librarians are prepared by team leaders, supervisors or other appropriate administrative officers. Such recommendations are prepared early in the academic year which counts as the sixth year for purposes of reckoning years of service towards tenure. (The actual determination of the appropriate year includes credit for service at other institutions which may have been negotiated at the time of the first appointment.) For specific information on the process of preparing such recommendations, see The Indiana University Library Faculty Handbook and campus-specific documents.

Recommendations shall be submitted through the academic administration of each campus with the advice of librarian committees and appropriate professional peers. Administrative structure varies somewhat from campus to campus and among library units on each campus. For specific information on the routing of such recommendations, see The Indiana University Library Faculty Handbook and campus-specific documents. Campus vice presidents, chancellors, and library deans, with the advice of librarian committees, are responsible for submitting tenure recommendations to the President. It shall be the responsibility of the President to submit to the Board of Trustees the names of those recommended for advancement to tenured status.

The dossier constructed in consultation with the candidate provides the evidence upon which the tenure decision is to be made. If additional information is sought or received during the review of the dossier at any level, the candidate and all previous committees and reviewers must be notified and given the opportunity to respond to the additional information. The information and responses shall then become part of the dossier.

(Board of Trustees, June 30, 1972; June 12, 2009; University Faculty Council, April 28, 2009)
ITEM TWO

Reappointment and Non-Reappointment during Probationary Period (ACA-22)

4. Review of Decision of Non-Reappointment

a. Upon receiving notice of a negative recommendation or decision on reappointment or tenure, the first recourse of the faculty member or librarian shall be to request an oral explanation from his or her principal administrative officer.

b. Upon written request, submitted within thirty days of notification of non-reappointment to the appropriate administrative officer, that officer shall provide the faculty member or librarian within a reasonable period of time with a written statement of the reasons for non-reappointment.

c. The statement of reasons should reflect careful consideration of the qualifications of the faculty member or librarian in terms of the professional standards and needs of his or her department, school, program, division, or library unit or of the University.

d. The faculty member or librarian who believes that a recommendation or a decision that he or she not be reappointed has resulted from inadequate consideration of professional competence or erroneous information may offer corrections and request reconsideration at the level at which the decision not to recommend reappointment was first made.

e. If the faculty member or librarian is dissatisfied with the result of a request for reconsideration he or she may petition the Faculty Board of Review or the IU Libraries Faculty Review Board for a review of the procedures employed in the decision not to recommend reappointment. The petition should be initiated within a reasonable period following the receipt by the faculty member or librarian of the written statement of the reasons for non-reappointment.

f. Before undertaking a review, the Faculty Board of Review or the IU Libraries Faculty Review Board may seek to bring about a settlement of the issue satisfactory to both parties. In the course of the review, the Boards shall request reconsideration by the department, school, program, division, or library unit in which the faculty member or librarian holds an appointment or the offices of the Vice Provost for Faculty and Academic Affairs/Vice Chancellor for Academic Affairs, campus Chancellor or Provost, and other appropriate administrative officers who were involved in the decision, when it finds that inadequate consideration was given the faculty member’s or librarian’s qualifications, or that specified procedures were not observed, or that erroneous information substantially affected the decision. The Faculty Board of Review or the All-University Librarians Review Board shall provide copies of its report and recommendations to the faculty member or librarian, the principal administrative officer of the department, school, program, division, or library unit in which the faculty member or librarian holds an appointment, the offices of the Vice Provost for Faculty and Academic Affairs/Vice Chancellor for Academic Affairs, campus chancellor or provost, and other appropriate administrative officers.

g. Whenever during his or her appointment a faculty member or librarian discovers that these provisions have not been followed, he or she may request, as soon as reasonably possible, that his or her
department, school, program, division, or library unit of the University accord him or her the full benefit of the procedures. If his or her request is not granted, the faculty member or librarian may petition the Faculty Board of Review or the IU Libraries Faculty Review Board for a review of the procedures followed in his or her case.

h. Upon finding by the Faculty Board of Review or the IU Libraries Faculty Review Board, accepted by the principal administrator of the campus in question, that the faculty member or librarian did not enjoy full benefit of the procedures through fault of an administrative officer or body of the University, the University shall, if necessary, to avoid prejudicing the rights of the faculty member or librarian, extend the probationary appointment for one year beyond its normal termination point, or take other appropriate measures agreeable to the faculty member or librarian.

i. Recourse by a faculty member or librarian to the various rights of appeal, review, and reconsideration set forth above shall not be construed as precluding the University’s right to give timely notice of non-reappointment as specified elsewhere in this handbook. In normal circumstances it is to be anticipated that reconsideration and review will occur before the effective date of termination.

j. In light of the legitimate educational interests of students, faculty, colleagues, and others, it is the mutual obligation of the University administration and of the affected faculty member or librarian to observe promptly and fully the above procedures.

(University Faculty Council, October 17, 1972; October 12, 1976; April 23, 1991; April 28, 2009; Board of Trustees, October 27, 1972; June 20, 1991; June 12, 2009)

ITEM THREE

Constitution of the IU Faculty

[this edit is in the administrative comments and does not require UFC approval]

**Comment on Section 2.4**

This section articulates how faculty authority is allocated among University, campus, and school faculties. Whether the allocated authority is legislative or consultative and where legislative authority is limited to enacting “standards and procedures” is governed by Sections 2.2 and 2.3. The structure of academic units is distinctive on each campus. To cope with this, the constitution specifies (in Section 2.4.B) that in regard to academic programs that are not part of a school, campus faculties have the authority of a school faculty and authorizes faculties (in Section 2.5.C) to delegate authority to departments and divisions. The concept of “school” should be understood with appropriate flexibility. For example, the University Libraries should be treated as a school in appropriate ways.