

Process for Specialized Faculty Candidates Seeking Promotion

Unlike the tenure process, there is no clock for the promotion of specialized faculty at any rank. However, it is understood that this is a process that takes time and dedication, typically a minimum of six years from one promotional level to the next. Accordingly, it is **strongly** suggested that any Specialized Faculty seeking promotion request the appointment of a Peer Mentoring Committee (PMC). The PMC, which can be requested at any time, will help the candidate prepare a strong case for promotion, with a series of informal reviews leading forward to the formal review process. The *suggested* preparation period is three years, although this can be shortened or lengthened as deemed necessary and appropriate.

At the minimum, ALL candidates must do two things before a case can be formally developed and considered through the FRC, PTAC, and Campus promotion process:

1. Respond to the University Librarian call for interest and request informal review of their case by an ad hoc committee consisting of two or more professors of appropriate rank appointed by the University Librarian.
2. Submit a formal letter of intent to seek promotion to the University Librarian in November, following the report of the ad hoc committee but not dependent on the recommendation.

Timeline and Process Overview

Peer Mentoring Committee (optional)

If the candidate does not already have one and wishes to request the appointment of a Peer Mentoring Committee (PMC), the University Librarian appoints two professors of appropriate rank to this role, with the advice of EC or others deemed appropriate. Typically, this will be three years before the ad hoc review is requested, and the PMC request can take place at any point throughout the year.

1. PMC meets regularly with the candidate to develop and provide feedback on dossier and progress.
2. The above process repeats annually, with written reviews completed at the candidate's request and supplementing the mentoring provided as part of this process. Written reviews are for the sole benefit of the candidate, and are not submitted to the University Librarian or review committees.

Ad Hoc Review

Following the master calendar, the University Librarian sends out a call for interest in promotion in early October, and candidates have one week to notify the University Librarian of intent to seek promotion and provide the necessary documents.

1. The case for promotion is informally reviewed by an ad hoc committee:
 - a. Candidate submits draft promotion dossier (including summaries and/or statements in sections III, IV and V) to University Librarian.
 - b. University Librarian appoints two or more Professors of appropriate rank to evaluate the case and to provide a written recommendation concerning the candidate's readiness by early November.
2. If the recommendation is to proceed, move to the formal review process below.
3. If the recommendation is not to proceed, the candidate may continue to the formal process at their own discretion or may request the appointment or continuation of a PMC.

Formal Review

The formal review process follows the master calendar, and whenever possible coincides with the process for promotion and tenure for tenure system faculty.

1. The candidate:
 - a. Notifies University Librarian of formal intent to seek promotion.
 - b. Submits a current dossier, updated c.v., and three (3) suggested external reviewers (including bios) and three (3) suggested internal reviewers to their division coordinator.
 - c. In consultation with their PMC (if applicable) or division coordinator, submits two to three publications to be sent out for review to the Office of the University Librarian.
2. Division Advisory Committee (or other membership as stipulated by each division's bylaws) reviews candidate's list of internal and external reviewers and provides divisional list of an additional three (3) suggested external reviewers (including bios) and three (3) suggested internal evaluators, which is then submitted to the Office of the University Librarian. For librarians not assigned to a division (e.g., AULs), the Executive Committee assumes the role of the division in putting forward names.
3. As part of the overall promotional process:
 - a. EC reviews and selects final internal and external reviewers.
 - b. The Office of the University Librarian sends letters and associated publications to the final list of reviewers.
 - c. UL and EC appoint Library Evaluators and Faculty Editors.
 - d. In Spring and Summer: Candidate works with the Library Evaluators and Faculty Editors to refine dossier.

- e. In the fall, the case is evaluated by FRC and PTAC Committees with ad-hoc membership of at least one specialized faculty member of appropriate rank appointed by EC. Different committees may be appointed for different candidates to account for conflicts of interest.
- f. Chairs of special FRC and PTAC forward recommendation to the UL for action.