

## **Law Library Faculty**

### **Faculty Appointment, Retention, Tenure, and Promotion**

The following guidelines apply to JD/MLIS librarians employed at Southern University Law Center “SULC” who teach formally. Law Library faculty shall be committed to excellence in library service.

#### **Library faculty rank**

Professional Law Librarians employed by “SULC” will be accorded faculty rank in compliance with university regulations. The Law Library faculty status shall be within the Oliver B. Spellman Law Library. A person whose appointment as a professional law librarian shall have one of the following ranks depending on experience and contribution to the profession:

- Assistant Professor of Law Librarianship
- Associate Professor of Law Librarianship
- Professor of Law Librarianship

Any person appointed to a tenure-track law librarian position at Southern University Law Center will receive one of the preceding law librarianship titles. However, the Director of the Law Library will have tenure or tenure-track status within the faculty of "SULC."

#### **Grandfather Clause**

At the time of adoption of this policy, any Law Library faculty member with a JD/MLIS (or its equivalent) who has been employed in the Law Library for eight years or more will receive the status of Professor of Law Librarianship. Any Law Library faculty member with four years but less than eight years will be grandfathered into the rank of Associate Professor of Law Librarianship. The change in rank shall be effective upon the adoption of this policy.

#### **Procedures for Initial Appointment**

The Director of the Law Library will make the initial recommendation for appointment to the Library Committee. The Library Committee will submit recommendations to the FARPT committee. Upon vote, the FARPT will present candidates and status recommendations to the Chancellor of Southern University Law Center. If the Chancellor approves the Committee's request, it will be processed in the manner provided by the “SULC” for such appointments.

The classification or rank accorded the professional law librarian proposed for initial appointment depends upon qualifications, which are defined as follows:

- Assistant Professor of Law Librarianship – bachelor's degree, master's in library science or equivalent, and a Juris Doctor or equivalent. (entry-level)
- Associate Professor of Law Librarianship – bachelor's degree, master's in library science or its equivalent, and a Juris Doctor or its equivalent with five years or more of professional library experience
- Professor of Law Librarianship – bachelor's degree., master's in library science or its equivalent, and a Juris Doctor or equivalent LL.B. with eight years or more of professional library experience.

### **Retention**

The Tenure-track librarian's retention procedure will align with the standards for law center faculty and will be evaluated annually. After their fourth or sixth year, they will be expected to seek promotion. Applications for tenure should be submitted to the Faculty Appointment, Retention, Promotion, and Tenure Committee "FARPT."

### **Termination**

Termination of any appointment, other than by expiration, may be made for adequate cause. Adequate cause for dismissal shall be directly and substantially related to the fitness of faculty members in their professional capacities as librarians. The dismissal procedure shall include a written statement of adequate cause. Dismissal shall not be used to restrain faculty members from exercising academic freedom.

### **Criteria for promotion and tenure**

A determination for promotion, retention, and tenure shall be based on the following criteria:

#### **A. Law Librarianship/Teaching**

1. Professional performance
2. Professional competence
3. Initiative

#### **B. Scholarship/Creativity**

1. Research activities.
2. Books and chapters in books.
3. Works published in professional and scholarly journals.
4. Substantial works and presentations of papers prepared for professional conferences, workshops, and meetings, such as annotated bibliographies,

CLE materials, and other works containing original thought.

5. Instructional materials published by major publishers; and
6. Contributions to the research and scholarship of others are evidenced by acknowledgment in either a published work or a letter.

**C. Service**

1. Committee Service
2. Community Service
3. Service to the Profession

**D. Application for promotion or tenure**

1. Applications for tenure must be submitted to the Office of the Chancellor or the Faculty Promotion, Tenure and Retention Committee by October 15.
2. All tenure recommendations shall originate from the Faculty Promotion, Tenure, and Retention Committee (hereinafter referred to as the Committee).
3. The Committee shall consist of all tenured faculty members.
4. During the fourth or sixth year of a candidate's probationary period, whichever is applicable, the Committee shall meet to evaluate the candidate for tenure and make recommendations to the Chancellor by March 15.
5. The Library Committee will serve as an evaluation arm of the abovementioned criteria. Its members will submit a written report to FARPT for further review.
6. To receive a promotion or tenure, an applicant for tenure must have a rating of "Excellent" in at least two of the three categories and no rating of "Unsatisfactory."

**E. Grant of promotion or tenure**

1. A promotion from Assistant Professor of Law Librarianship to Associate Professor of Law Librarianship or Associate Professor of Law Librarianship to Professor of Law Librarianship shall include a pay raise comparable to that granted to tenure-track faculty for similar promotions in rank.
2. The Chancellor of Southern University Law Center shall make all salary adjustments and offers.

**F. Post Tenure Review**

1. Post-tenure review is conducted on a four-year cycle and covers the period since the last comprehensive review, which may be considered for promotion

and/or tenure. University policy may exclude some years from the period. The chair of the Library Committee will notify faculty members scheduled for post-tenure review no later than March 15 in the spring semester preceding the academic year of review.

2. Post-tenure review must respect the rights of library faculty members involved, including academic freedom, tenure, and due process. In addition, all those involved in the evaluation process must recognize that it is a confidential personnel matter and take appropriate steps to protect confidentiality.
3. Criteria for Post-Tenure Review: Each tenured professor in Law Librarianship must demonstrate continual progress in the same requirements for tenure.
  - a. **Law Librarianship/Teaching**
    - i. Professional performance
    - ii. Professional competence
    - iii. Initiative
  - b. **Scholarship/Creativity**
    - i. Research activities.
    - ii. Books and chapters in books.
    - iii. Works published in professional and scholarly journals.
    - iv. Substantial works and presentations of papers prepared for professional conferences, workshops, and meetings, such as annotated bibliographies, CLE materials, and other works containing original thought.
    - v. Instructional materials published by major publishers; and
    - vi. Contributions to the research and scholarship of others are evidenced by acknowledgment in either a published work or a letter.
  - c. **Service**
    - i. Committee Service
    - ii. Community Service
    - iii. Service to the Profession
4. The library committee will prepare a written report summarizing its evaluation. The report should provide a narrative description of the faculty member's

activities, an explanation of the Committee's ratings, and recommendations or suggestions for acknowledging contributions and future development of the faculty member. The Committee will provide a copy of the report to the library faculty member, who may submit a written response for inclusion in the post-tenure review file before it is forwarded to the Dean□

- 5.** If a library faculty member disagrees with the committee's findings, an appeals process in line with Southern University faculty shall be followed.