



**UNIVERSITY OF SASKATCHEWAN
STANDARDS FOR PROMOTION AND TENURE**

A. PRINCIPLES

The award of tenure represents a long-term commitment of the University to a faculty member. It is a status granted as a result of judgement, by one's peers, on both the performance of academic duties and the expectation of future accomplishments. Promotion of colleagues involves an assessment of their success in performing their academic duties and an evaluation of the likelihood of future accomplishments.

Tenure and promotion both take place against a background of values most recently articulated in *A Framework for Planning at the University of Saskatchewan*, adopted by University Council in 1998. This document guides all of our decisions at the University of Saskatchewan including the collegial decisions of tenure and promotion, which are essential for the University's standing within the academic community. This document identified four major goals for the University.

- At the University of Saskatchewan, we have affirmed our intention to improve the quality of the instructional programs offered to students. This requires that considerable attention be paid to the evaluation of teaching to ensure that the instruction provided is, and continues to be, of high quality.
- At the University of Saskatchewan, we have affirmed that the "teacher-scholar" will be our adopted model for faculty development. This model builds on the principle that universities acquire their distinctive character through their capacity to unite scholarship with teaching. This capacity can only be realized by appropriate faculty personnel strategies, including those associated with tenure and promotion decisions.
- At the University of Saskatchewan, we have also affirmed that we will increase our research efforts. *A Framework for Planning* makes the following judgement: "At the University of Saskatchewan the commitment to research and scholarship needs to be intensified." To achieve this goal, we must ensure that our hopes are reflected in the standards that we set for ourselves.
- At the University of Saskatchewan, we have signaled our intention to respond to the needs of Aboriginal peoples. *A Framework for Planning* indicates that: "In Saskatchewan, the task of responding to specific, local needs and, simultaneously opening doors to the world, is particularly pressing in the context of Aboriginal peoples." To achieve this goal, we must ensure that the standards we adopt encourage the recruitment of Aboriginal peoples into academic positions and their successful career development.



**UNIVERSITY LIBRARY
STANDARDS FOR PROMOTION AND TENURE**

A. PRINCIPLES

The award of tenure represents a long-term commitment of the University to a faculty member. It is a status granted as a result of judgement, by one's peers, on both the practice of professional skills and the expectation of future accomplishments. Promotion of colleagues involves an assessment of their success in performing their academic duties and an evaluation of the likelihood of future accomplishments.

Tenure and promotion both take place against University and Library planning processes. Current key planning documents at both the university and library levels guide our decisions at the University Library including the collegial decisions of tenure and promotion, which are essential for the University's standing within the academic community.

A Framework for Planning at the University of Saskatchewan (1998) identifies three principles by which we must govern ourselves: autonomy, quality and accountability. At the University Library we believe that all of our decisions, including our collegial decisions, must take these principles into account. As librarians we also embody the core values and competencies outlined by our professional associations⁸ and local documentation⁹.

The University of Saskatchewan's Mission Statement indicates that we value interdisciplinary research and teaching and we should foster it within our institution. As well, the Mission Statement highlights the four scholarships of teaching, discovery, integration, and application. This inclusive approach to scholarship is intended, among other things, to ensure that faculty who have interdisciplinary interests will be encouraged to pursue them and they will be taken into account and valued in the context of tenure and promotion considerations.

In addition to these four broad goals, *A Framework for Planning* identifies three principles by which we must govern ourselves: autonomy, quality and accountability. At the University of Saskatchewan we believe that all of our decisions, including our collegial decisions, must take these principles into account.

Finally, the University of Saskatchewan's Mission Statement indicates that we value interdisciplinary research and teaching and we should foster it within our institution. The Mission Statement highlights the four scholarships of teaching, discovery, integration, and application. This inclusive approach to scholarship is intended, among other things, to ensure that faculty who have interdisciplinary interests will be encouraged to pursue them and they will be taken into account and valued in the context of tenure and promotion considerations.

B. AUTHORITY

This document contains standards defining the expectations of performance for the award of tenure and promotion at the University of Saskatchewan.¹ The University Review Committee establishes the University's criteria and standards for renewal of probation, tenure, and promotion. Given the broad array of colleges and disciplines represented at the University of Saskatchewan, differences will exist from department to department and from college to college. Colleges and departments will propose their own standards and these must be consistent with the intent and the framework of the University standards. All college standards must be approved by the University Review Committee before implementation at the college level. All department standards must be approved by the College Review Committee before implementation at the department level.

C. CATEGORIES OF EVALUATION

There are seven categories under which a candidate for tenure or promotion may be evaluated. These categories are:

1. Academic Credentials
2. Teaching Ability and Performance
3. Knowledge of Discipline and Field of Specialization
4. Research, Scholarly and Artistic Work
5. Practice of Professional Skills
6. (a) Contributions to Administrative Responsibilities of the Department, College or University
(b) Contributions to the Extension Responsibilities of the Department, College or University
7. Public Service and Contributions to Academic and Professional Bodies

Standards of performance are established for each category in Section D below.
All faculty are assessed under category four unless the letter of appointment states category five.

The categories in which candidates must meet the standards for tenure in the professorial ranks and for promotion to Associate Professor and Professor are shown in Table I. Each candidate will be evaluated for all categories that are applicable to the candidate's position and to the tenure or promotion decision under consideration. For a candidate to be awarded an overall rating of "meets the standard" for tenure and promotion they must have an overall rating of "meets the standard" in each and every category under consideration. If a department or college committee rates a candidate as "does not meet the standard" in any category they must vote no to the question "shall tenure or promotion be recommended". If there is **superior** performance in a category, or if there is a contribution where there is no requirement for one, this fact is seen as positive but does not compensate for failure to meet the standard in a required category.

B. AUTHORITY

This document contains standards defining the expectations of performance for the award of tenure and promotion at the University Library.⁶ The University Review Committee establishes the University's criteria and standards for renewal of probation, tenure, and promotion. The Library standards must be approved by i) librarians⁷ with tenure and ii) the University Review Committee before implementation at the library level.

C. CATEGORIES OF EVALUATION

University Library Standards for Promotion and Tenure documents the range of activities under which librarians are evaluated for promotion and tenure. Category 4 of the University Standards is represented in category 5 (5.2).

- Category 1: Academic Credentials
- Category 2: Teaching Ability and Performance
- Category 3: Knowledge of Discipline and Field of Specialization
- Category 5: Practice of Professional Skills
 - 5.1. Professional Practice
 - 5.2. Research, Scholarly and Artistic Work
- Category 6: Contributions to the Administrative or Outreach Responsibilities of the Library, University, or Both
- Category 7: Public Service and Contributions to Academic and Professional Bodies

Standards of performance are established for each category in Section D below.

The categories in which candidates must meet the standards for tenure in the Librarian ranks and for promotion to Associate and Librarian are shown in Table I (a). Each candidate will be evaluated for all categories that are applicable to the candidate's position and to the tenure or promotion decision under consideration. If there is a contribution where there is no requirement for one, this fact is seen as positive but does not compensate for failure to meet the standard in a required category.

Tenure will be awarded on the basis of four primary categories: academic credentials (Category 1); teaching ability and performance (Category 2); knowledge of the discipline and field of specialization (Category 3); and practice of professional skills (Category 5). The promise of future development as an academic librarian and achievement in scholarly activity beyond that demonstrated at appointment, and the attainment of a national or international reputation in the discipline, will be important criteria in the evaluation process.

Tenure will be awarded on the basis of three primary categories: academic credentials (Category One); effectiveness in teaching (Category Two); and, achievements in either research, scholarly and/or artistic work (Category Four) or practice of professional skills (Category Five). If faculty are being assessed in Category Five it will be stated in their letter of appointment. The promise of future development as a teacher, scholar and professional, achievement in scholarly activity beyond that demonstrated at appointment, and the attainment of a national or international reputation in the discipline, will be important criteria in the evaluation process.

Promotion through the ranks requires a judgement of performance against increasing expectations for effectiveness in teaching, significance of the scholarly or creative work, practice of a profession, and contributions to service within and outside the University community. With respect to teaching, research, scholarly and/or artistic work or practice of professional skills, candidates for promotion must have maintained and extended their knowledge of the discipline or field. In some cases, additional training and academic/professional credentials may be pre-requisites for promotion.

The standard for renewal of probationary appointments will be satisfactory progress towards meeting the tenure standards for the appropriate rank in all relevant categories. For this purpose, 'satisfactory progress' will be taken to mean that the candidate's teaching and research and scholarly activities indicate a reasonable likelihood that the tenure standards can be met within the allotted timeframe. If renewal of probation is not recommended, the Department Head or Dean (in non-departmentalized colleges) must demonstrate that the candidate has not made satisfactory progress towards the tenure standards for the appropriate rank.

In this document, the term college is understood to include both Graduate Schools and the University Library. Standards of performance and details of all categories for Librarian ranks are described in the University Library Standards; and, for Assistant Professors (Crop Development Centre – CDC), Associate Professors (CDC) and Professors (CDC) in the College of Agriculture and Bioresources standards. It is expected that these standards will parallel the progressive requirements of other members of faculty.

The requirements listed in Table I are considered a minimum. If a College Review Committee identifies more demanding requirements as appropriate for that college, it will submit a proposal to the University Review Committee. Because Table I does not provide requirements for tenure as Instructor, Lecturer or for promotion to Assistant Professor, in colleges where such appointments are common, the college standards will specify the minimum requirements. In other cases, the requirements for specific appointments should be established by the Search and Appointment Committees at the time of appointment

These standards introduce a **requirement** for the creation of a **tenure or promotion case file** which describes the candidate's philosophy, activities, achievements, and plans in the categories of teaching, research and/or scholarly work or practice of professional skills, and other relevant categories (i.e., administration, extension and public service) and which describes the committees' evaluation, both qualitative and quantitative, of the candidate. One tenure or promotion case file will be submitted for each candidate under consideration. See Section E for a description of the required documentation.

Promotion through the ranks requires a judgment of performance against increasing expectations for effectiveness in the practice of librarianship and in contributions to service within and outside the University community. With respect to practice of professional skills, candidates for promotion must have maintained and extended their knowledge of the discipline or field. In some cases, where specified in the letter of appointment, additional training and academic/professional credentials may be pre-requisites for promotion.

The standard for renewal of probationary appointments will be satisfactory progress towards meeting the tenure standards for the appropriate rank in all relevant categories. For this purpose, "satisfactory progress" will be taken to mean that the candidate's practice of professional skills indicates a reasonable likelihood that the tenure standards can be met within the allotted time frame. If renewal of probation is not recommended, the Dean must demonstrate that the candidate has not made satisfactory progress in meeting the tenure standards for the appropriate rank in all relevant categories.

These standards require the creation of a tenure or promotion case file which describes the candidate's philosophy, activities, achievements, and plans in the categories of practice of professional skills and as applicable administration/outreach and/or public service, and which describes the committee's evaluation, both qualitative and quantitative, of the candidate. One tenure or promotion case file will be submitted for each candidate under consideration. See Section E for a description of the required documentation.

TABLE I- REQUIRED CATEGORIES

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Academic/ Professional Credentials	Teaching	Knowledge of Discipline	Research, Scholarly and Artistic Work	Practice of Professional Skills	(a) Administration (b) Extension	Public Service And Service to Professional Bodies
Tenure as Assistant Professor	X	X	X	X	or	X	NR**
Tenure as or Promotion to Associate Professor	X	X	X	X	or	X	(a) X (b) NR**
Tenure as or Promotion to Professor	X	X	X	X	or	X	(a) X (b) NR**

X = Candidate is required to meet the standard in this category.

NR = Candidate is not required to meet the standard in this category for promotion or tenure.

^ Candidate is required to meet the standard in research, scholarly or artistic work except where the approved college standards state that practice of professional skills is an acceptable alternative for a department or other unit.

** For all ranks, candidate is required to meet the standard in extension service only if part of assigned duties of position.

Note: The table should not be considered in isolation, but only in conjunction with the text as a whole, in particular Section D where the standards (for promotion and tenure) in each category are described.

TABLE I- REQUIRED CATEGORIES

	(1)	(2)	(3)	(5.1)	(5.2)	(6)	(7)
	Academic/ Professional Credentials	Teaching Ability and Performance	Knowledge of Discipline	Professional Practice	Research, Scholarly and Artistic Work	(a) Administrative Service (b) Outreach	Public Service And Service to Professional Bodies
Tenure as Assistant Librarian	X	^	X	X	X	(a) X (b) *	NR
Tenure as or Promotion to Associate Librarian	X	^	X	X	X	(a) X (b) *	X
Tenure as or Promotion to Librarian	X	^	X	X	X	(a) X (b) *	X

X = Candidate is required to meet the standard in this category

NR = Candidate is not required to meet the standard in this category for tenure and promotion unless such duties are specified on appointment.

^ = Candidate is required to meet the standard only where specified in assignment of duties.

* = Category 6b (Outreach is evaluated under Category 5 (Practice of Professional Skills) if assigned).

Note: The table should not be considered in isolation, but only in conjunction with the text as a whole, in particular Section D where the standards (for promotion and tenure) in each category are described.

D. STANDARDS FOR EACH CATEGORY OF EVALUATION

The minimum acceptable standards for tenure and promotion at the University of Saskatchewan are described below.

1. ACADEMIC AND/OR PROFESSIONAL CREDENTIALS

Academic credentials will be reviewed as part of tenure and promotion decisions, but they are of particular importance in tenure considerations. Expectations regarding credentials and qualifications will be included in the candidate's letter of appointment.

The required academic credential for tenure and promotion is a Ph.D., or its discipline-specific counterpart, from a university/institution recognized by the University of Saskatchewan. Colleges will indicate in their standards which qualifications constitute the acceptable counterpart for the discipline in question. Each college will specify whether additional expectations will be required, e.g. professional credentials (such as specialty certification, registration or licensure in the profession). In cases where the Ph.D. or other qualifying credentials are not completed at the time of appointment, the letter of appointment will indicate that tenure cannot be awarded without the required credentials as specified in this section.

In exceptional cases, alternative qualifications will be accepted when such qualifications are deemed to be equivalent to the academic credentials typically expected in the discipline. The acceptability of these alternative qualifications must be explained and stipulated in the candidate's letter of appointment.

2. TEACHING ABILITY AND PERFORMANCE

Good teaching is expected of all faculty and evaluation of teaching will form an essential component of tenure and promotion considerations. University teaching requires more than classroom performance. Candidates will be expected to demonstrate mastery of their subject area(s) or discipline(s), to make thorough preparation for their classes, to communicate effectively with their students, to show a willingness to respond to students' questions and concerns, and to exhibit fairness in evaluating students².

Both before and after tenure is awarded, faculty are expected to remain committed to improving/enhancing their teaching performance and to remedy problems identified with their teaching. As faculty progress through the ranks, they will be expected to extend their knowledge of their field(s) or discipline(s), i.e. with respect to classes, currency of the material presented, and new teaching methods.

For tenure and promotion, assessment of teaching performance will be based on **a series of evaluations** of a candidate's teaching performance and teaching materials **over a period of time**. The assessment will involve both peer and student evaluation of aspects of teaching and evidence of performance described in Table II. Evaluations, both peer and student, will be obtained on an **ongoing basis** and should be shared with candidates for formative purposes.

College standards may specify which of the various teaching roles and aspects identified in Table II are to be evaluated and how the overall assessment of teaching performance is to be made, i.e., what items or activities are to be reviewed and by whom. College standards will specify those situations in which candidates must demonstrate satisfactory performance in specific teaching roles or aspects of teaching in order to receive an overall assessment of meeting the standard in this category. When evaluating a candidate's teaching performance, it may be appropriate in some cases to consider aspects and review

D. STANDARDS FOR EACH CATEGORY OF EVALUATION

The minimum acceptable standards for tenure and promotion at the University Library are described below.

1. ACADEMIC AND/OR PROFESSIONAL CREDENTIALS

Academic credentials will be reviewed as part of tenure and promotion decisions, but they are of particular importance in tenure considerations. Expectations regarding credentials and qualifications will be included in the candidate's letter of appointment.

The required academic credential for tenure and promotion is an MLS/MAS or equivalent from a university/institution recognized by the University of Saskatchewan. This is the recognized professional standard.

2. TEACHING ABILITY AND PERFORMANCE

Good teaching is expected of all librarians for whom teaching is an assigned duty and evaluation of teaching will form an essential component of tenure and promotion considerations. Candidates for whom teaching is an assigned duty will be expected to demonstrate knowledge of their assigned subject area(s) and mastery of the discipline of information literacy, to make thorough preparation for their classes, to communicate effectively with their students, to show a willingness to respond to students' questions and concerns, and to exhibit fairness in evaluating students (where appropriate)². Both before and after tenure is awarded, librarians are expected to remain committed to improving/enhancing their teaching performance and to remedy any problems identified with their teaching. As librarians progress through the ranks, they will be expected to extend their knowledge of their assigned subject areas and the discipline of information literacy.

The primary role of librarians as teachers is to ensure that members of the university community have the information literacy skills needed to locate, analyze, and use information resources for their research, practitioner, and educational needs.

Instruction will be provided within the context of a cohesive developmental approach to information literacy competencies in students and faculty across their curricular and scholarly needs. Instruction meeting all three aspects of the description below will be evaluated in this category. All other instruction or training activities will be evaluated in Category 5.1b.

1. teaching occurs in response to faculty or student request or librarian-identified curricular or information literacy needs
2. the librarian is responsible for the design, development, content, delivery and/or evaluation of the sessions
3. may be "generic" instruction in information literacy or may involve instruction tailored to specific curricular areas, or specific classes

items other than those listed in Table II; however, any additional elements must be included in the college standards and must be approved by the University Review Committee.

Teaching may occur as:

Class Instruction - teaching one or more information literacy sessions to students/faculty that is provided through a program of instruction

Integrated - a library component of a course

Course - a course for which the librarian has full responsibility for course design and development, content, delivery, marking and assessment

For tenure and promotion, assessment of teaching performance will be based on a series of evaluations of a candidate's teaching performance and teaching materials over a period of time. Assessment of teaching must be conducted in accordance with the Library's Guidelines for Peer and Student Evaluation. These evaluations must be shared with candidates for formative purposes. The assessment will encompass peer evaluation on aspects of the teaching roles assigned as described in Table II(a).

Evidence to be considered could include: teaching portfolio, pedagogical research, instructional materials, peer and student teaching evaluations, and may include written comments from the coordinator of a course.

TABLE II - EVALUATION OF TEACHING

<i>Teaching Roles</i>	<i>Aspects to be assessed</i>	<i>Items and Activities to be reviewed</i>
- teaching in introductory undergraduate courses	- organization of class/course preparation for classes	- teaching in the classroom
- teaching in advanced undergraduate courses	- appropriateness of material presented; i.e., volume, level, currency	- teaching in clinical or laboratory settings
- teaching in graduate courses	- clarity of communication	- course outlines/syllabi
- clinical teaching in undergraduate or graduate courses	- ability to stimulate students' interest	- instructional materials -- written course materials, laboratory manuals, audio-visual resources, computer programs
- teaching and/or supervision of students performing clinical work, practica or other types of field work, study-abroad or international exchange programs	- responsiveness to students' questions and concerns	- examinations
- supervising honours students	- fairness and adequacy of evaluation of students' performance	- involvement on graduate advisory and/or examination committees
- advising and supervising graduate students, post-doctoral fellows	- willingness to try different or new teaching methods and technologies	- supervision of undergraduate and graduate student work
- teaching courses in certificate or diploma programs	- availability for students outside of class time	- progress/success of graduate students supervised
- co-ordination or administration of multiple section or multiple instructor courses	- adequacy of support and direction provided to graduate students	- teaching dossier
- contributions to internationalization of educational experience	- fairness in dealing with students	- development and supervision of academic exchange and/or study abroad programs
- teaching at a distance	- teaching innovation in curricular design	- pedagogical research, publications and presentations
	- incorporation of teaching innovations into teaching pedagogy	
	- extent to which scholarly work is brought into the classroom	

TABLE II(a)- EVALUATION OF TEACHING

<i>Aspects to be assessed</i>	<i>Items and Activities to be reviewed</i>
- organization of class/course preparation for classes	- teaching in the classroom
- appropriateness of material presented; i.e., volume, level, currency	- course outlines/syllabi
- clarity of communication	- instructional materials -- written course materials, laboratory manuals, multimedia resources, computer programs
- ability to stimulate students' interest	- teaching case file
- responsiveness to students' questions and concerns	- pedagogical research, publications and presentations
- willingness to try different or new teaching methods and technologies	
- availability for students outside of class time	
- fairness in dealing with students	
- teaching innovation in curricular design	
- incorporation of teaching innovations into teaching pedagogy	
- fairness and adequacy of evaluation of students' performance as appropriate	
- extent to which scholarly work is brought into the classroom	

- a) **Evaluation by Peers:** Peer evaluation will embrace the various aspects of teaching described in Table II; e.g., classroom performance, the quality of examinations, course outlines and course materials, syllabi, reading materials, reading lists, laboratory manuals, workbooks, and classroom assignments. All peer evaluations will culminate in a written assessment. If senior colleagues make visitations to classrooms as part of the determination of a colleague's delivery, rapport, attentiveness and responsiveness to students, the written assessment will specify the teaching roles being performed.
- b) **Evaluation by Students:** The following methods of undergraduate and graduate student evaluation will be acceptable:
- written appraisals, obtained by the Department Head or Dean, and signed by students. If based on a specific course, the number of students enrolled in that course will be provided.
 - Questionnaires, approved at the department or college level, administered by a college or department official (other than the instructor) appointed for this purpose, and completed by students. A summary, including an interpretation, of the numeric results and any qualitative comments will be provided by the department or college at the time of tenure or promotion. Results of the questionnaire will include the enrolment in the course and the number of completed evaluations received.

Peer and student evaluations will be coordinated by the Dean or Department Head (or designates) and will require consultation with the candidate to ensure that all committees have the necessary information upon which to base a decision. The Dean or Department Head may request written comments from the coordinator of multiple section or multiple instructor courses or other instructors of the course as part of the assessment.

3. KNOWLEDGE OF THE DISCIPLINE AND FIELD OF SPECIALIZATION

Candidates for tenure and promotion will have developed an academic field of specialization and/or an area of focus and will demonstrate knowledge of the field of specialization and its relation to the discipline. Evidence to be used to evaluate performance in this category will primarily focus on the breadth of the candidate's work and its relationship to the discipline. Evidence used to evaluate the candidate's knowledge of the discipline will include either:

- a written statement by the candidate, submitted in either Category 4 (Research, Scholarly and/or Artistic Work) or Category 5 (Practice of Professional Skills), outlining the candidate's research program and its relationship to the discipline.

AND/OR

- a seminar to colleagues at the University of Saskatchewan, at tenure, or at each rank for promotion, outlining the candidate's research program and its relationship to the discipline.

Additional evidence may be considered in this category, including peer-reviewed grants, peer review activity for journals in the discipline, invited lectures and presentations at conferences directly relevant to the field of specialization.

To assess this category, Department and College Review Committees must indicate the evidence used in making the evaluation.

- a) **Evaluation by Peers:** Peer evaluation will embrace those aspects of teaching described in Table II. All peer evaluations will culminate in a written assessment which specifies the teaching roles being performed. Senior as well as other colleagues will make visitations to classrooms as part of the determination of a colleague's delivery, rapport with, attentiveness and responsiveness to students. Other faculty may be included as peer evaluators where appropriate. In the case of multiple section or multiple instructor courses, the Dean may request written comments from the co-ordinator or other instructors of the course.
- b) **Evaluation by Students:** A questionnaire developed and approved by the library will be used to gather student evaluations periodically. A summary of responses and qualitative comments will be provided at the time of application for tenure or promotion.

3. KNOWLEDGE OF THE DISCIPLINE AND FIELD OF SPECIALIZATION

Candidates for tenure and promotion will have developed a field of specialization and/or an area of focus within the discipline of librarianship in an academic setting.

Reflecting on all aspects of practice, scholarship, and service in order to demonstrate the breadth of their work, candidates must make evident their knowledge of the field of specialization and/or area of focus within the context of librarianship in an academic setting through:

- a written statement incorporating supporting evidence at tenure, or at each rank for promotion

AND/OR

- a seminar incorporating supporting evidence presented to colleagues at the University of Saskatchewan, at tenure, or at each rank for promotion

Evidence used to evaluate performance in this category should be drawn from categories relevant to the candidate's case and should demonstrate the candidate's overall knowledge within the field of specialization and/or area of focus.

4. RESEARCH, SCHOLARLY AND/OR ARTISTIC WORK

Research, scholarly and/or artistic work is expected of all faculty. For the purposes of this document, and for faculty evaluated under this category, **research, scholarly and/or artistic work is creative, intellectual work which is in the public realm and which has been subjected to external peer review.** This includes, in the case of artistic work, exhibitions and performances.

Although academic disciplines may differ in the avenues for publication or presentation of scholarly activity, the **primary and essential evidence** in this category is publication in reputable peer-reviewed outlets or, in the case of performance or artistic work, presentation in reputable peer-reviewed venues.

Evaluation of research, scholarly and/or artistic work for tenure and promotion at all ranks will address the **quality and significance of the work.** Evidence will include the peer reviewed publications and presentations referenced above, but may also include other works (e.g. artistic works, performances, research related patents, copyrighted software and audio-visual materials).

In some disciplines the award of research funding from provincial, national or international granting councils or agencies that employ a process of peer evaluation is also a significant indication of a candidate's performance. Colleges may specify the type and weighting of the contributions to be assessed in this category.

Specific Requirements by Rank: In addition to the above general requirements, the following will form the basis of the recommendation:

Tenure as Assistant Professor: For tenure to be recommended, there must be compelling evidence that a body of high quality scholarly work has been completed beyond that demonstrated at appointment. There must also be evidence of the promise of future development as a scholar, including the presence of a defined program of research or scholarship. Evidence of the ability to obtain adequate research funding will be required if specified in college or department standards.

The quality of research, scholarly and/or artistic work will be assessed, using the tenure and promotion standards of the University of Saskatchewan, by at least three senior academics³ drawn from comparable institutions.

Tenure as or Promotion to Associate Professor: For the award of tenure or promotion to be recommended, there must be compelling evidence of significant achievement in scholarly activity beyond that demonstrated at appointment and beyond that expected for the rank of Assistant Professor. Candidates will demonstrate through refereed publications or performances or exhibitions that the results of their research, scholarly or artistic work have made a contribution sufficient to be recognized by colleagues in their field in other parts of Canada or internationally. There must also be evidence of a program of research or scholarship, clearly defined and executed by the candidate, and a positive indication that the candidate will maintain activity in research and scholarly work. Evidence of the ability to obtain adequate research funding will be required if specified in college or department standards.

For tenure at the Associate rank (unless tenure is a condition of appointment), the quality of research, scholarly and/or artistic work will be assessed, using the tenure and promotion standards of the University of Saskatchewan, by at least three senior academics drawn from comparable institutions.

For promotion to the Associate rank, the candidate will be evaluated by colleagues in the candidate's department or college (in the case of non-departmentalized colleges). The candidate will provide an

4. RESEARCH, SCHOLARLY AND/OR ARTISTIC WORK

Research, scholarly and/or artistic work is considered under Category 5 (Practice of Professional Skills), 5.2.

up-to-date *curriculum vitae* and, in collaboration with the Department Head/Dean, will provide a case file, and other relevant evidence for the purposes of this assessment.

Tenure as or Promotion to Professor: For the award of tenure or promotion to be recommended, there must be compelling evidence of significant achievement in scholarly activity beyond that demonstrated at appointment and beyond that expected for the rank of Associate Professor. Candidates will demonstrate, through publications in reputable, peer reviewed outlets or through peer reviewed performances or exhibitions, that the results of their research have made a contribution to the field of specialization, sufficient for this contribution to be recognized as substantial by authorities in the field in other parts of Canada and other countries as appropriate. There must also be evidence of leadership in the establishment and execution of a clearly defined program of research or scholarship and a positive indication that the candidate will maintain activity in research and scholarly work. Evidence of the ability to obtain adequate research funding will be required if specified in college or department standards. Candidates will also be expected to participate in the supervision of graduate students in departments or colleges that offer graduate programs.

For tenure (unless tenure is a condition of appointment) and/or promotion, the quality of research, scholarly and/or artistic work will be assessed, using the tenure and promotion standards of the University of Saskatchewan, by at least three senior academics drawn from comparable institutions.

5. PRACTICE OF PROFESSIONAL SKILLS

Candidates considered for promotion and tenure under this category will, as a major part of their assigned duties, engage in a professional practice which involves a significant and continuing commitment of time. Research and scholarly work linked to their professional practice is expected of all faculty evaluated under this category of assessment.

Professional practice means mastery of the professional skills associated with the discipline, and their effective use in a discipline-appropriate practice setting. **Research and scholarly work is creative, intellectual work which is in the public realm and which has been subjected to external peer review.**

Both the professional practice and the research and scholarly work components of this category of assessment will be taken into account in the overall evaluation of the candidate's performance. The evaluation should reflect the balance between the practice of professional skills and the research and scholarly work in which the candidate is engaged.

5.1 Professional Practice

Colleges will define professional practice in the context of their particular disciplines. Two examples are provided for illustrative purposes.

Clinical Practice applies to faculty members in one of the health science professions, and faculty members from other disciplines who engage in testing, diagnosis, remediation, coaching, counselling and similar activities. College standards will refer to some or all of the standards for practice identified in the list below and outline expectations.

Educational Practice applies to faculty members engaged in a professional practice in educational program development and delivery, and/or in instructional design. College standards will outline expectations ensuring that the practice is grounded in a conceptual framework that is supported by contemporary literature, and that there is evidence of results achieved.

5. PRACTICE OF PROFESSIONAL SKILLS

The practice of professional skills includes both the demonstration of competency in librarianship (application) and the sharing of the knowledge gained through such application within forums where such knowledge is subject to the scrutiny and assessment of one's peers (scholarship). Application is of equal importance to research, scholarly, and/or artistic work. These aspects of the practice of professional skills (application and scholarship) require increasing degrees of rigour as a librarian progresses through the ranks. At any rank a candidate must meet the requirements in the practice of professional skills for both tenure and promotion.

For the University Library, the Practice of Professional Skills consists of two sub-categories:

5.1 Professional Practice

5.2 Research, Scholarly, and/or Artistic Work

The requirements for tenure and/or promotion at each rank are included at the end of this category.

5.1 Professional Practice

Professional practice means performance of the professional skills associated with librarianship and their effective use in the University Library. A librarian's responsibilities and duties may be in one or more, but not necessarily all, of the following areas:

- a) Collections: developing, organizing, and managing library, archival, and gift collections through selection and deselection, acquisition, evaluation, licensing, and preservation of print and/or digital material; digitizing, creating, and/or curating digital collections; ensuring physical and intellectual access to library collections and to scholarly information resources; creating and/or managing metadata; maintaining awareness of current and emerging strategies and technologies in order to inform collections-related practices; consulting with donors, faculty and the wider university community as appropriate; establishing and/or implementing policies and procedures for the above.

In colleges where this category of assessment is employed, colleges will provide definitions of professional practice similar to those provided above and will identify the elements of practice to be evaluated. College standards will include some or all of the following:

- performance of professional skills (e.g., clinical management, counselling, program design and evaluation, diagnosis, systems analysis, applied government and/or private sector technical and policy reports)
- peer recognition (e.g., referrals and requests for services, provision of expert advice, testimonials from client organizations, professional association recognition)
- delivery of health care, technical or professional services
- completeness and accuracy of investigations, procedures, reports, case records, policy analyses, etc.
- effectiveness as a professional role model (for students and other trainees)
- willingness to accept and perform duties out of regular working hours and in emergencies where this is an integral part of professional practice
- adequacy and diversity of the service load where this is an integral part of professional practice
- communication with colleagues and clients
- evidence of the ability to organize and manage complex multi-faceted and large-scale programs
- evidence of the ability to establish effective relationships with professional colleagues, resource persons, clients and collaborators
- success in obtaining external funding
- leadership in the discipline with respect to the profession

In assembling evidence of professional practice, college standards will ensure that a broad-based consultative process is in place for tenure or promotion considerations. Following consultation with the candidate, the Department Head and/or Dean will request confidential, written evaluations from clients, client agencies or colleagues who are familiar with the technical and/or professional aspects of practice. Candidates may also provide letters of support (placed in the case file, see Section E). College standards may refer to standards/codes adopted by appropriate professional organizations as a guide for evaluation of practice of the profession.

5.2 Scholarly Work

- b) Training and Instruction: engaging in instructional activity that falls outside of the scope of teaching as defined in Category 2. This may include workshops, invited single sessions, orientations, information sessions, staff training etc. Please consult the definition of Teaching in Category 2 in order to determine what is included there.
- c) Information Services: supporting the needs of learners, practitioners, and researchers by providing point of need and in-depth reference and research assistance; maintaining awareness of and promoting current researcher tools; providing publishing support for scholars; maintaining awareness of and addressing established and developing user needs; creating curriculum, subject and/or course support tools and resources.
- d) Systems and Information Technology: planning, developing, and implementing technology to enhance library services and access to information; supporting technology solutions for users and library employees; using technology innovatively in a library setting; maintaining awareness of and engaging with technology systems and services across campus; establishing and/or implementing policies and procedures for the above.
- e) Leadership and/or Management: overseeing library functions, programs, projects and/or personnel, including planning, implementation, assessment, and staff training and development; participating in library planning processes; maintaining awareness of emerging trends in academic libraries; establishing and/or implementing policies and procedures for the above.
- f) Outreach and engagement: building relationships and/or partnerships external to the University Library to develop, implement, and manage services, address user needs, and/or promote the University Library.

The elements of professional practice to be evaluated may include the following as appropriate to rank and assigned duties. Applicable elements should be addressed within categories a) – f) above rather than in isolation:

- establishes effective relationships and communication with colleagues, users, resource people, and collaborators
- serves as an effective professional role model (e.g. through mentoring, staff development)
- receives peer recognition (e.g. referrals and requests for services, provision of expert advice, acknowledgement of users, professional association recognition)
- demonstrates leadership within librarianship and within the University Library in order to advance library and institutional goals and objectives
- delivers services effectively by making well-informed professional decisions, engaging in problem solving, and working innovatively
- demonstrates flexibility and adaptability to work effectively in complex and/or changing assignments
- gathers, synthesizes, analyzes, and presents information thoroughly and accurately for professional purposes (e.g. investigations, report writing)
- organizes and manages complex multi-faceted and large-scale programs and/or projects
- engages in lifelong learning to foster continuous professional development and improvement

In assembling evidence of professional practice, a broad-based consultative process will be followed for tenure or promotion considerations. Following consultation with the candidate, the Dean will request confidential, written evaluations from users, user agencies or colleagues who are familiar with the technical and/or professional aspects of librarianship. Candidates may also provide letters of support (placed in the case file, see Section E).

Candidates for tenure or promotion will engage in scholarly work appropriate to the profession or discipline with the fundamental expectation that the results of scholarly work will be shared with other members of the profession and the academic community. Publication in reputable peer-reviewed outlets is the *primary* evidence in this category.

Evaluation of scholarly work for tenure and promotion at all ranks will address the *quality and significance of the work*. There must be a positive indication of involvement in scholarly work with research funding at levels appropriate to the discipline.

College standards will indicate the appropriate vehicles for dissemination or publication of scholarly work (e.g., publication of refereed articles, case reports; preparation of technical reports, reports to agencies; presentations at academic, scientific or professional meetings, dissemination of scholarly work to community organizations). College standards must make a case for standards of quality and significance equivalent to peer reviewed publications if vehicles other than these are used as a basis for the assessment.

Specific Requirements for Each Rank: In addition to the above general requirements, the following will form the basis of the recommendation:

For Tenure as Assistant Professor: There must be compelling evidence, beyond that demonstrated at appointment, that: 1) the candidate is developing a leadership role in the field of specialization with provision for further development; and, 2) the candidate is contributing to the creation and dissemination of knowledge through scholarly work. There must also be evidence of the promise of future development as a practitioner and scholar, including the presence of a defined professional practice and a defined program of scholarship. Evidence of the ability to obtain adequate research funding will be required if specified in college or department standards.

The quality of the candidate's professional practice and scholarly work will be assessed, using the tenure and promotion standards of the University of Saskatchewan, by at least three senior academics⁴ drawn from comparable institutions.

5.2 Research, Scholarly, and/or Artistic Work

Research, scholarly, and/or artistic work is creative, intellectual work which is in the public realm and which has been shared with other members of the profession and the academic community. Publication in reputable peer-reviewed outlets is the primary evidence in this category.

Research, scholarly, and/or artistic work is expected of all librarians. Librarians are required to develop a cohesive and sustained program of research. Elements of the program may either relate to or build upon one another. Progression of the program of research through the librarian ranks is outlined at the end of Category 5. Evaluation of this work for tenure and promotion at all ranks will address the quality and significance of the work, not simply the amount.¹⁰ In addition, there must be evidence of continuing scholarly involvement.

A librarian's research, scholarly, and/or artistic work may be undertaken individually or collaboratively (evaluated equally), and may be in one or more of the following areas:

- a) Applied: investigations of the practice within the library environment
- b) Subject: research in the literature of specific disciplines
- c) Theoretical/policy: exploration of issues leading to the development of theory, policy, and/or standards of practice

Based upon the inclusion of 5.2 as a sub-category of Category 5 Professional Practice, appropriate vehicles for dissemination of research, scholarly, and/or artistic work include, but are not limited to, the following outlets:

- Peer reviewed articles in scholarly journals
- Books, chapters in books
- Reports to agencies derived from research
- Presentations at or conference proceedings from academic, scientific, or professional meetings
- Editorial work
- Substantial translation work
- Curated exhibits
- New and/or emerging publishing venues

Specific Requirements for Each Rank: In addition to the above general requirements, the following will form the basis of the recommendation:

Assistant Librarian designates the initial career rank and is assigned to those who have the required academic credential but have little or no experience in librarianship in an academic setting and/or scholarship. Individuals show potential for further development and accomplishment.

For Tenure as Assistant Librarian: There must be evidence beyond that demonstrated at appointment that the candidate:

- 1) is applying theoretical and general library knowledge in professional practice
- 2) as a part of that professional practice is beginning to contribute to the creation and dissemination of knowledge through scholarship, including publication in peer-reviewed outlets
- 3) is developing as a practitioner and scholar by establishing expertise in professional practice and by defining program of research

For Tenure as or Promotion to Associate Professor: There must be compelling evidence, beyond that demonstrated for the rank of Assistant Professor, that: 1) the candidate has established a significant leadership role in the field of specialization and demonstrated exemplary standards of client service; and, 2) the candidate has contributed to the creation and dissemination of knowledge through scholarly work. There must also be evidence of continuing development as a practicing professional and as a scholar, including the presence of a clearly defined professional practice and a clearly defined program of scholarship. The results of significant investigations, such as experimental studies or clinical observations, must have been published in reputable peer-reviewed publications. This work must have made a contribution sufficient to be recognized by colleagues in their field in other parts of Canada or internationally. Evidence of the ability to obtain adequate research funding will be required if specified in college or department standards.

For tenure at the Associate rank (unless tenure is a condition of appointment), the quality of the candidate's professional practice and scholarly work will be assessed, using the tenure and promotion standards of the University of Saskatchewan, by at least three senior academics drawn from comparable institutions.

For promotion to the Associate rank, the candidate will be evaluated by colleagues in the candidate's department or college (in the case of non-departmentalized colleges). The candidate will provide an up-to-date *curriculum vitae* and, in collaboration with the Department Head/Dean, will provide a case file, and other relevant evidence for the purposes of this assessment.

For Tenure as or Promotion to Professor: There must be compelling evidence, beyond that demonstrated for the rank of Associate Professor, that: 1) the candidate has demonstrated a sustained high level of performance in the practice of the profession and established a reputation for expertise in the field among colleagues and, where appropriate, clients or client agencies; and, 2) the candidate has made a significant contribution to the creation and dissemination of knowledge through scholarly work. There must also be evidence of leadership in the establishment and execution of a clearly defined program of scholarship and a positive indication that the candidate will maintain activity in scholarly work as well as in professional practice. The candidate will have played a leading role in scholarly investigations and published the results in reputable peer-reviewed publications. The candidate will have made a contribution sufficient to be recognized by colleagues in their field in other parts of Canada and in other countries. In cases where the opportunity exists to supervise graduate students, candidates for Professor will have actively pursued these opportunities. Evidence of the ability to obtain adequate research funding will be required if specified in college or department standards.

For tenure (unless tenure is a condition of appointment) and/or promotion, the quality of the candidate's scholarly work will be assessed, using the tenure and promotion standards of the University of Saskatchewan, by at least three senior academics drawn from comparable institutions.

For tenure at the Assistant Librarian rank, the quality of the candidate's professional practice and scholarship will be assessed using the tenure and promotion standards of the University Library by at least three senior academic librarians drawn from comparable institutions.⁴ These may include faculty in graduate Library and Information Studies programs.

Associate Librarian designates individuals who have demonstrated professional competence and continued development of professional practice, made significant contributions to the library and to scholarship, and shown evidence of leadership in the profession.

For Tenure as or Promotion to Associate Librarian: there must be compelling evidence, beyond that demonstrated at appointment or previous promotion that the candidate:

- 1) has demonstrated a high level of professional practice in the field of specialization
- 2) as a part of that professional practice has made a sustained contribution to the creation and dissemination of knowledge through scholarship, including publication in peer-reviewed outlets, sufficient to be recognized by colleagues in the field
- 3) shows continuing development as a practitioner and scholar through excellence in professional practice and the establishment of a clearly defined program of research
- 4) is developing a leadership role in librarianship in an academic setting

For tenure at the Associate Librarian rank, the quality of the candidate's professional practice and scholarship will be assessed using the tenure and promotion standards of the University Library by at least three senior academic librarians drawn from comparable institutions. These may include faculty in graduate Library and Information Studies programs.

For promotion to the Associate Librarian rank, the candidate will be evaluated by all tenured Associate Librarians and Librarians. The candidate will provide an up-to-date curriculum vitae, a case file and other relevant evidence for the purposes of this assessment.

Librarian designates individuals who have a record of sustained accomplishment in professional practice and scholarship, established expertise within librarianship in an academic setting, and demonstrated leadership in the establishment and the profession.

For Tenure as or Promotion to Librarian: there must be compelling evidence, beyond that demonstrated for the rank of Associate Librarian, that the candidate:

- 1) has demonstrated a sustained high level of performance in professional practice and has established a reputation for expertise in the field among colleagues
- 2) as a part of that professional practice has made a significant contribution to the creation and dissemination of knowledge within a clearly defined program of research, played a leading role in scholarly investigations, disseminated the results in peer reviewed outlets, and made a contribution sufficient to be recognized by colleagues in the field nationally and/or internationally
- 3) will maintain activity in scholarship as well as in professional practice
- 4) is recognized as a leader in the University Library, the university, and the profession.

For tenure at the Librarian rank, the quality of the candidate's professional practice and scholarship will be assessed using the tenure and promotion standards of the University Library by at least three senior academic librarians drawn from comparable institutions. These may include faculty in graduate Library and Information Studies programs.

6. CONTRIBUTIONS TO THE ADMINISTRATIVE OR EXTENSION RESPONSIBILITIES OF THE DEPARTMENT, COLLEGE, UNIVERSITY

This category describes the candidate's commitment to the collegium and reflects "service" within and outside the university community. Faculty are expected to be actively engaged in the collegial decision-making processes, to participate in administrative work, and are encouraged to be involved in the activities of academic and professional organizations and, in some colleges, in extension work. Faculty should use good judgment in balancing their activities in this category with those in other categories of assessment.

Candidates for tenure as Assistant Professor are not required to meet any requirements in this category unless such duties are specified on appointment. Candidates for tenure and promotion to higher ranks are required to meet the standard in category 6(a). Meeting the standard in category 6(b) will be a requirement for only certain departments/colleges (as specified in their respective standards) or positions (to be specified on appointment or in an amended letter of appointment).

(a) Administration

Faculty are expected to carry their share of administrative work. Aspects to be evaluated include quality and impact of the candidate's contribution and the amount of time and/or effort involved.

Tenure as or Promotion to Associate Professor A fair and reasonable contribution to the administrative work of the Department, or College, or University is required.

Tenure as or Promotion to Professor A fair and reasonable contribution to the administrative work of the Department and College or University is required.

(b) Extension

Extension work (outreach and engagement) is defined as extending the University to the community through the provision of a service to the community outside of the University. It is expected that such service will be sponsored or sanctioned by the department and/or college in which the faculty member resides.

In the case of extension specialists and faculty for whom extension is a specific requirement of their position, these activities will usually be evaluated within categories 2 and 5. A candidate must have satisfactorily performed extension duties specified in their letter of appointment. College standards will specify which factors are to be considered and the methods by which information will be gathered and evaluated. Factors to be considered when assessing this category may include: the response of clients/audiences; the number and magnitude of undertakings; requests for services; the value of the contribution to the University; and the impact of the work. Statements from individuals who have personally observed the work performed by the candidate will be provided to review committees.

7. PUBLIC SERVICE AND CONTRIBUTIONS TO ACADEMIC AND PROFESSIONAL BODIES

This category describes the candidate's commitment to the broader university community and to the general public. Meeting the standards in this category will be a requirement for only certain colleges and departments (as specified in their respective standards). In such cases, college standards will specify which factors are to be considered and the methods by which information will be gathered and evaluated.

Candidates for tenure as Assistant Professor are not required to meet any requirements in this category unless such duties are specified on appointment.

6. CONTRIBUTIONS TO THE ADMINISTRATIVE OR OUTREACH RESPONSIBILITIES OF THE LIBRARY, UNIVERSITY, OR BOTH

This category describes the candidate's commitment to the collegium and reflects "service" within and outside the University community. Librarians are expected to be actively engaged in the collegial decision-making processes, to participate in administrative work, and are encouraged to be involved in the activities of academic and professional organizations and in outreach work. Librarians should use good judgment in balancing their activities in this category with those in other categories of assessment.

Candidates for tenure at all three ranks and promotion to Associate Librarian and Librarian are required to meet the standard in category 6(a). Category 6b (Outreach) is evaluated under Category 5 (Practice of Professional Skills), if assigned.

a) Administrative Service

Librarians are expected to carry their share of administrative service, apart from assigned duties described in category 5.1 (e). Examples may include, but are not limited to: participating in committee work; advising on, developing, and managing projects; and providing advice or developing resources relating to regulatory and/or legislative matters affecting the Library or University. Aspects to be evaluated include the quality and impact of the candidate's contribution and the amount of time and/or effort involved.

Tenure as Assistant Librarian. A demonstrated willingness to participate in the administrative work of the Library is required.

Tenure as or Promotion to Associate Librarian. A fair and reasonable contribution to the administrative work of the Library and/or University is required.

Tenure as or Promotion to Librarian. A fair and reasonable contribution to and evidence of leadership in the administrative work of the Library and/or University is required.

b) Outreach

Category 6b (Outreach) is evaluated under Category 5 (Practice of Professional Skills), if assigned.

7. PUBLIC SERVICE AND CONTRIBUTIONS TO ACADEMIC AND PROFESSIONAL BODIES

This category describes the candidate's commitment to the broader university community and to the general public.

Candidates for tenure as Assistant Librarian are not required to meet any requirements in this category unless such duties are specified on appointment.

(a) **Public Service**

Public service is normally defined as the faculty member's provision of expertise to the outside community and will be accorded recognition insofar as the activities entail application of expertise associated with the candidate's position in the university.

(b) **Service to Academic, Professional or Scientific Organizations**

To be recognized within this category, service to academic and/or professional organizations must go beyond membership in an organization and focus on active participation. Such activities might include: service on the committees or executives of academic or professional organizations; service on selection committees for provincial, national or international granting organizations; or service on the editorial board for academic, professional or scientific journals.

E. PROCESS OF EVALUATION

The Dean, Executive Director or Department Head shall review the University, College and Department Standards with every faculty member as part of the annual review for faculty members who are candidates for promotion and tenure.

Evaluation of faculty for tenure and promotion will take place within a process that is open and accountable. Both the committee chairs and the candidates are expected to share information about the evaluation process and to contribute to the collection of appropriate documentation for the consideration of all committees. Committee chairs are expected to provide opportunities for committee members to review the documentation, including the statement of rationale, prior to its submission to senior collegial committees.

Departments will consider eligible candidates for tenure and promotion according to their eligibility, unless a request for a deferral has been received. The candidate will confirm with the Department Head or Dean his/her desire to be considered for tenure or promotion and will supply the documents listed in tenure and promotion case files (identified below).

Tenure and Promotion Case Files: Case files will provide the basic evidence used to assess the candidate's case for tenure or promotion. Case files will include the following items:

1. *Provided by the Candidate:*

- An up-to-date *curriculum vitae*.
- A self-assessment of the candidate's progress towards tenure or promotion.
- Evidence pertaining to teaching, including: a statement of the candidate's philosophy of teaching and an explanation of its application, student and peer evaluations (if provided to the candidate), a record of teaching roles (including time commitments and method of delivery) in undergraduate and graduate courses, teaching and/or supervision of students performing clinical work, undertaking *practica* or other types of field work, and advising and supervising graduate students.
- Evidence pertaining to research and scholarly work including a statement on the nature of the candidate's research and future research plans, the candidate's contribution to joint publications and research grants, examples of published works, performances, manuscript materials, on the adequacy of the candidate's research funding support (where required in

Tenure as or promotion to Associate Librarian or Librarian. A demonstrated willingness to participate.

a) **Public Service**

Public service is normally defined as extending the librarian's expertise to the community outside of the University Library. It includes service to the campus community, as well as service beyond the campus community that is not sponsored by the University Library. It will be accorded recognition insofar as the activities entail application of expertise associated with the candidate's position in the University Library. Examples may include, but are not limited to, giving public lectures or presentations, serving as a resource person for a campus group or unit, and participating in campus events.

b) **Service to Academic, Professional or Scientific Organizations**

To be recognized within this category, service to academic and/or professional organizations must go beyond membership in an organization to focus on active participation. Such activities might include: service on the committees or executives of academic or professional organizations; service on selection committees for provincial, national or international granting organizations; or service on the editorial board for academic, professional or scientific journals.

E. PROCESS OF EVALUATION

The library follows those procedures for non-departmentalized colleges as set out in the University Standards. The Dean, Executive Director or Department Head shall review the University, College and Department Standards with every faculty member as part of the annual review for faculty members who are candidates for promotion and tenure.

Evaluation of librarians for tenure and promotion will take place within a process that is open and accountable. Both the Dean and the candidates are expected to share information about the evaluation process and to contribute to the collection of appropriate documentation for the consideration of all committees. Committee chairs are expected to provide opportunities for committee members to review the documentation, including the statement of rationale.

The Library will consider eligible candidates for tenure and promotion according to their eligibility, unless a request for a deferral has been received. The candidate will confirm with the Dean his/her desire to be considered for tenure or promotion and will supply the documents listed in tenure and promotion case files (identified below).

Tenure and Promotion Case Files: Case files will provide the basic evidence used to assess the candidate's case for tenure or promotion. Case files will include the following items:

1. *Provided by the Candidate:*

- An up-to-date *curriculum vitae*;
- A self-assessment of the candidate's progress towards tenure or promotion;
- Evidence pertaining to teaching including: a statement of the candidate's philosophy of teaching and an explanation of its application, student and peer evaluations (if provided to the candidate), a record of teaching roles (including time commitments and method of delivery);
- Evidence pertaining to practice of professional skills including a statement on the nature and scope of the candidate's practice; evaluations by peers, users and user organizations; a discussion of various leadership activities associated with the candidate's role in professional service whether delivered to a professional audience, individuals, groups, organizations, institutions, or the community;
- Evidence pertaining to research and scholarly work including a statement on the nature of the candidate's research and future research plans, including the candidate's contribution to joint publications and research grants, examples of scholarly works, manuscript materials and other relevant evidence for the purposes of establishing research direction and accomplishment;
- Examples of materials pertaining to administration, outreach and public service including a statement on the role of the candidate in service to academic and/or professional organizations, on the nature and extent of

college/department standards), and other relevant evidence for the purposes of establishing research direction and accomplishment.

- For candidates considered under Category 5 only, evidence pertaining to practice of professional skills including a statement on the nature and scope of the candidate's practice, a discussion of various leadership activities associated with the candidate's role in professional service whether delivered to a professional audience, individuals, groups, organizations, institutions, or the community.
- Examples of materials pertaining to administration, extension and public service including a statement on the role of the candidate in service to academic and/or professional organizations, on the nature and extent of the candidate's contributions in these areas and statements from individuals (e.g. chairs, other committee members) who have personally observed the work and/or contributions the candidate has performed on committees, or as part of their administrative responsibilities.

2. *Provided by the Department Head or Dean (as committee chair) in addition to the documents listed under item 3 below:*

- *For departmentalized colleges:* A Statement of Rationale from the college, signed by the Dean as Chair of the College Review Committee, explaining the decision at the college level and including both majority and minority views of committee members. This statement will be made available to committee members for review prior to submission to the senior committees. The statement of rationale must include:
 - An indication of the quality and significance of the candidate's work and how it was assessed
 - An indication of the committee's discussion of the evidence and the relative weighting of this evidence in the overall decision of the committee
 - Where required in the college standards, a statement of the adequacy of research funding support
 - A list of the College Review Committee members
- *For non-departmentalized colleges:* A Statement of Rationale from the college, signed by the Dean as Chair of the College Review Committee, explaining the decision and including both majority and minority views of committee members. This statement will be made available to committee members for review prior to submission to the senior committees. The statement of rationale must include:
 - An indication of the quality and significance of the candidate's work and how it was assessed
 - An indication and assessment of the quality of the candidate's teaching
 - An explanation on how the student and peer evaluations were conducted, a summary of their contents and their interpretation by the college committee, and an indication of the types of courses evaluated
 - An indication and assessment of the quality of the candidate's research productivity within the context of the discipline including an indication of the quality of journals and other publications
 - An assessment of the candidate's current and potential program of research and scholarship within the context of the discipline
 - An assessment of, where required in college standards, the adequacy of research funding support
 - An explanation of the candidate's role in joint publications, presentations, or research grants, including a statement of confirmation by collaborators.
 - An indication of the committee's discussion of the evidence and the relative weighting of this evidence in the overall decision of the committee
 - A list of the College Review Committee members
- *For departments:* A Statement of Rationale from the department, signed by the Department Head as chair of the department committee, explaining the decision at the department level and

the candidate's contributions in these areas including a description of the major accomplishments directly attributable to the candidate during the period of service and statements from individuals (e.g. chairs, other committee members) who have personally observed the work and/or contributions the candidate has performed on committees, or as part of his/her administrative responsibilities.

2. *Provided by the Dean (as committee chair):*

- Forms (T1/P1 and T2/P2);
- A Statement of Rationale from the library, signed by the Dean as Chair of the Library Promotion/Tenure Committee, explaining the decision at the Library level and including both majority and minority views of committee members. This statement will be made available to committee members for review prior to submission to the senior committees. The statement of rationale must include:
 - An indication of the quality and significance of the candidate's work and how it was assessed;
 - An indication of the quality and significance of the candidate's work in the context of expectations within librarianship. Where appropriate, some indication of the quality of the peer reviewed outlets;
 - A copy of the letter sent by the library to external referees;
 - A list of the persons identified as external referees and shown to the candidate; A list of the persons selected as external referees, including a brief description of their areas and accomplishments;
 - The letters of evaluation submitted by the external referees;
 - A complete list of persons consulted in the evaluation process (e.g. co-authors, other departments in the case of joint appointments, client organizations);
 - An explanation from the library on how the student and peer evaluations (in Category 2) were conducted and a summary of their contents and their interpretation by the Library Committee;
 - An explanation of the role of the candidate in joint publications, presentations, or research grants including a statement of confirmation from collaborators;
 - In cases of associate memberships, comments on all categories relevant to the duties of the candidate will be solicited by the Dean from all units with which a librarian is associated. Individuals solicited for comments will be provided with copies of the candidate's curriculum vitae and supporting documentation. The candidate will be informed that such information has been solicited;
 - Any additional documents collected by the Library Committee. These are to be identified as additional material available to the Library Committee (e.g. letters or minority reports from members of the department committee);
 - Any other information on the specific case of which the University Review Committee should be aware (e.g. sabbatical and other leaves, academic credentials verification);
 - An indication of the committee's discussion of the evidence and the relative weighting of this evidence in the overall decision of the committee;
 - A list of the Library Committee on Tenure and Promotion members.

The case file will be forwarded to at least three external referees for comment on whether it reflects the expectations of the rank under review. External referees will be asked to provide an assessment of: 1) the evidence that high professional standards of practice have been met; 2) the commitment of the candidate to the dissemination of scholarly work; and 3) the candidate's leadership in the discipline with respect to the profession.

External Referees: Processes constructed for the selection of the external referees will ensure that the candidate has an opportunity to put forward names for consideration and to identify potential referees with a perceived personal bias. This aspect of the process will be conducted in a fair and open manner and it will protect the confidentiality of the external reviewers. The process is as follows:

- The library will consider eligible candidates for tenure and promotion on an annual basis unless a request for a deferral has been received. The candidate will confirm with the Dean his/her desire to be considered for tenure or promotion and will supply an up-to-date curriculum vitae and the case file including a self-assessment of progress towards tenure or promotion.
- Normally, the Dean will prepare a list of at least 6 qualified external referees. These external referees will have established national or international reputations in their field and will be able to judge whether the candidate's work is of the required standard. They must be sufficiently "at arm's length" from the candidate

including both majority and minority views of committee members. This statement will be made available to committee members for review prior to submission to the senior committees. The statement of rationale must include:

- An indication of the quality and significance of the candidate's work and how it was assessed
- An indication and assessment of the quality of the candidate's teaching
- An explanation on how the student and peer evaluations were conducted, a summary of their contents and their interpretation by the department committee, and an indication of the types of courses evaluated
- An assessment of the candidate's current and potential program of research and scholarship within the context of the discipline
- An assessment of, where required in department standards, the adequacy of research funding support
- An indication and assessment of the quality of the candidate's research productivity within the context of the discipline including an indication of the quality of journals and other publications
- An explanation of the candidate's role in joint publications, presentations, or research grants, including a statement of confirmation by collaborators
- An indication of the committee's discussion of the evidence and the relative weighting of this evidence in the overall decision of the committee
- A list of the department committee members

3. *Provided by the Department Head or Dean (as committee chair) in addition to the documents listed under item 2 above relating to the recommendations of the tenure or promotion committee:*

- Forms (T1/P1 and T2/P2).
- A copy of the letter sent by the department (or college in the case of non-departmentalized colleges) to external referees.
- A list of the persons identified as external referees and shown to the candidate.
- A list of the persons selected as external referees, including a brief description of their areas and accomplishments.
- The letters of evaluation submitted by the external referees with an indication of the role they played in the evaluation process.
- A complete list of persons consulted in the evaluation process (e.g. co-authors, other departments in the case of joint appointments, client organizations).
- In cases of associate memberships, comments on all categories relevant to the duties of the candidate will be solicited by the Dean or Department Head from all units with which a faculty member is associated. Individuals solicited for comments will be provided with copies of the candidate's *curriculum vitae* and supporting documentation. The candidate will be informed that such information has been solicited.
- Any additional documents collected by the college committee, (in addition to those submitted by the department). These are to be identified as additional material available to the College Review Committee (e.g. letters or minority reports from members of the department committee).
- Any other information on the specific case that the University Review Committee should be aware of (e.g. sabbatical and other leaves, academic credentials verification).

In conducting their evaluation, department, college and university-level committees will be able to access progress reports, theses and other information internal to the University.

Senior Academics: For the purposes of external assessment in either Category 4 (Research, Scholarly and/or Artistic Work) or Category 5 (Practice of Professional Skills), a senior academic is a colleague holding an academic or research appointment at a comparable institution. In the case of tenure as

so as to provide an objective assessment of performance; i.e., must not have been the candidate's colleagues, former supervisors (within the past ten years), or co-investigators. Some names may be suggested by the candidate, but the Dean should provide at least half of the names on the list. The candidate will be permitted to ask that particular referees be dropped on grounds such as suspected personal prejudice, but may in turn be asked to provide an explanation of why a name should be dropped. When names are dropped, others will be added so that a minimum of 5 names remain. The names selected will be approved by the Dean and a description of the credentials/background of the external referees will be provided to the review committees for information.

- The Dean will select at least three (usually four) external referees from this list and write letters requesting an assessment of the candidate's work. The candidate will not be informed of the referees selected. The letters to external referees should indicate that comments are sought under Category 5 (Practice of Professional Skills) and other categories as relevant. External referees should be informed that their reply will be considered confidential and is intended to be seen only by the committees and not by the candidate. Enclosed with the letter should be the candidate's curriculum vitae, the relevant standards, and the case files.

In conducting their evaluation, library and university-level committees will be able to access progress reports, theses and other information internal to the university.

In cases of joint or shared appointments, comments on all categories relevant to the duties in the second unit will be solicited by the Dean from all units with which a librarian is associated; i.e. persons with cross-appointments in two departments or across colleges, or librarians holding appointments in Centres or Virtual Colleges. Individuals solicited for comments will be provided with copies of the candidate's curriculum vitae and supporting documentation.

Part-time Appointments/Reduced Time Appointments. In cases of tenure part-time appointments or in cases of reduced time appointments, individual letters of appointment or reassignment will reflect expectations regarding the appropriate timeframe in which to evaluate progress towards both tenure and promotion. Normally such candidates will be provided with extended periods of time in which to meet the standards commensurate with the precise nature of their appointment.

Assistant Professor, one of the three senior academics may be at the Associate Professor level; two must be Full Professors or equivalent. In the case of tenure as Associate Professor or Professor, the three senior academics must be Full Professors or equivalent. In the case of promotion to Professor, the three senior academics must be Full Professors or equivalent. For candidates considered under Category 5 (Practice of Professional Skills) only, in some cases identified by the Dean, a non-academic may be appropriate to act as a referee but only one such person will act as a referee in any given case.

External Referees: Processes constructed for the selection of the external referees will ensure that the candidate has an opportunity to put forward names for consideration and to identify potential referees with a perceived personal bias. The University expects that this aspect of the process will be conducted in a fair and open manner and that it will protect the confidentiality of the external reviewers. The University recommends the following process:

- Normally, the Department Head or Dean of a non-departmentalized college will prepare a list of at least six qualified external referees. These external referees will have established national or international reputations in their field and will be able to judge whether the candidate's work is of the required standard. They must be sufficiently 'at arm's length' from the candidate so as to provide an objective assessment of performance; i.e., must not have been the candidate's colleagues, former supervisors (within the past ten years), or co-investigators. The candidate may suggest some names, but the Department Head or Dean (of a non-departmentalized college), in consultation with committee members, should provide at least half of the names on the list. The candidate will be permitted to ask that particular referees be dropped on grounds such as suspected personal prejudice, but may in turn be asked to provide an explanation of why a name should be dropped. When names are dropped, others will be added so that a minimum of five names is available to the Dean. The Dean will approve the final list and a description of the credentials/background of the external referees will be provided to the review committees for information.
- The Department Head, or Dean of a non-departmentalized college, will select at least three (usually four) external referees from this list and write letters requesting an assessment of the candidate's research, scholarly and/or artistic work. The candidate will **not** be informed of the referees selected. The letters to external referees should indicate that comments are sought only on the research, scholarly and/or artistic work of the candidate, or in the case of consideration under Category 5 (Practice of Professional Skills), on the professional practice in addition to the research, scholarly or artistic work of the candidate. External referees should be informed that their reply will be considered **confidential** and will be seen only by the committees and not by the candidate. Enclosed with the letter should be the candidate's *curriculum vitae*, the relevant approved standards, and appropriate sections of the case file including all materials germane to the category of evaluation [either Category 4 (Research and Scholarly Work) or Category 5 (Practice of Professional Skills)].

Part-time Appointments/Reduced Time Appointments. In cases of tenurable part-time appointments or in cases of reduced time appointments, individual letters of appointment will reflect expectations regarding the appropriate timeframe in which to evaluate progress towards both tenure and promotion. Normally such candidates will be provided with extended periods of time in which to meet the standards commensurate with the precise nature of their appointment.

Category of Assessment: The Department Head and/or Dean will determine at the time of appointment, through discussion with the faculty member, whether assigned duties will be evaluated under Category 4 (Research, Scholarly and/or Artistic Work) or Category 5 (Practice of Professional Skills) and this agreement will be included in the letter of offer to the candidate. This determination will remain in effect until written confirmation from the Department Head and/or Dean indicates a change in category because of new or different assigned duties. Any change must be discussed with, and agreed to in writing by, the faculty member and approved by the Office of the Provost and Vice-President Academic. All work

completed under the original category of assessment will be reassessed under the new category at the time tenure or promotion decisions are made.

Timelines: Determinations at the department, college and university levels should be made in an expeditious fashion, mindful of collegial deadlines, but committee chairs should take the time required to prepare a comprehensive case for the consideration of senior committees.

F. DEFINITIONS

The University Standards refer specifically to the academic ranks of Assistant Professor, Associate Professor and Professor. However, the intent of the standards should also be read as applying to Librarian ranks, as well as Assistant Professors (CDC), Associate Professors (CDC) and Professors (CDC). In the case of the Crop Development Centre (CDC) and clinical faculty in the College of Medicine the appropriate terminology is continuing status.

For clarity of communication in tenure and promotion proceedings throughout the University, the following standard terminology is to be used when assessing a candidate's performance in each of the appropriate categories:

- Does not meet the standard for (promotion or tenure)
- Meets the standard for (promotion or tenure)
- Exceeds the standard for (promotion or tenure) i.e., a superior performance

In most cases it is only necessary to determine whether a candidate meets the standard or not. However, in some cases it will be desirable to identify those who have made an unusually significant contribution and whose performance markedly exceeds the standards for a given rank. For this purpose the term *superior* should be used. The standards to be met, as well as the performance expectation for an assessment of superior, will vary with academic rank; e.g., an assessment of superior for promotion to professor implies a higher level of performance than for tenure as an assistant professor.⁵

With reference to scholarly work, the term "published" means having appeared in print or having been accepted for publication. The latter (accepted for publication) means that a decision to publish a manuscript in present form (or with such minor revisions as to not require re-submission and a second review) has been made and communicated in writing to the author.

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- Does not meet the standard for (promotion or tenure)
- Meets the standard for (promotion or tenure)
- Exceeds the standard for (promotion or tenure) with a superior performance.

In most cases it is only necessary to determine whether a candidate meets the standard or not. In some cases it will be desirable to identify those who have made an unusually significant contribution and whose performance markedly exceeds the standards for a given rank. For this purpose the term superior should be used. The standards to be met, as well as the performance assessment of superior for promotion to Librarian imply a higher level of performance than for tenure as an Associate Librarian.

With reference to scholarly work, the term "published" means having appeared in print or electronic form or having been accepted for publication. The latter (accepted for publication) means that a decision to publish a manuscript in present form (or with such minor revisions as to not require re-submission and a second review) has been made and communicated in writing to the author.

With reference to peer evaluations, the term "peer" means librarians and other faculty.

At the University Library the American Library Association's definition (1989) of information literacy is used: "to be information literate a person must be able to recognize when information is needed and has the ability to locate, evaluate and use effectively the needed information. Ultimately information literate people are those who have learned how to learn. They know how to learn because they know how knowledge is organized, how to find information, and how to use information in such a way that others can learn from them. They are people prepared for lifelong learning."

¹ This document replaces the standards for promotion and tenure adopted by the University Review Committee February 1989, 2002. It also replaces the preliminary standards adopted by the University Review Committee in June, 2000.

² Readers are referred to the University Council Guidelines for Academic Conduct, approved in June 1999.

³ The definition of "senior academic" and the process for solicitation of letters from external referees is described in Section E.

⁴ The definition of senior academic and the process for solicitation of letters from external referees is described in Section E. In some cases, identified by the Dean, a non-academic may be appropriate to act as a referee but only one such person will act as a referee in any given case.

⁵ In this document, the word "superior" denotes performance in the top quartile of a large group of comparable persons. Approximation to such a norm can only be expected in large groups; e.g., the whole University or a group the size of a large college when evaluating teaching, or persons within the same rank and discipline in Canada when evaluating scholarly work. There is no implication that one-quarter of the faculty in a particular department or small college will be superior in teaching or research and scholarly work. Some units may have a high proportion of faculty with superior performance in a given category and some may have few. Of course, there is no way in which one can actually compare a given individual's teaching with that of all faculty in the University or the candidate's research with that of the candidate's peers across the country in order to determine if they are in the top one-quarter. These illustrations are given solely to clarify the use of the word superior and to suggest the frequency with which it is to be applied in tenure and promotion cases.

⁶ This document replaces the University Library Standards for Promotion and Tenure July 1, 2011.

⁷ Throughout the document the term librarian includes the University archivists.

⁸ "ALA's Core Competencies of Librarianship" (2009) and Core Values of Librarianship: <http://www.ala.org/advocacy/intfreedom/statementspols/corevalues>.

⁹ "Core Competencies for University of Saskatchewan Librarians" (2013).

¹⁰ Peer adoption, implementation or replication of a librarian's scholarly work on policy, practice, technological developments or library services by others in the extended library community may be considered as one indicator of quality and significance.