

**Zimmerman Law Library**  
**University of Dayton School of Law**  
**Promotion, Retention, and Tenure Policy**

Approved by the University Promotion and Tenure Committee

February 24, 2017

[Previous policies approved by the University Promotion and Tenure Committee  
May 14, 2008; November 2, 2011]

**A. INTRODUCTION**

**1. PURPOSE**

This policy establishes the criteria, standards, and procedures to be used in evaluating the librarianship, scholarly activities, and service of all untenured tenure-track Law Library faculty members at the University of Dayton School of Law, for the purpose of making recommendations to the Dean of the School of Law and to the Provost concerning the retention, promotion, and tenure of such faculty members.

It is based on the policies stated in the Faculty Handbook, the University Promotion & Tenure Committee Policies & Practices (April 21, 2013), and the generally accepted standards of academic law libraries.

**2. APPLICABILITY**

This policy, including any amendments to the policy hereinafter adopted, applies to all untenured tenure-track Law Library faculty members who sign and execute a tenure-track employment contract with the University of Dayton School of Law after December 1, 2001, except that the provisions of items relating to timing of evaluations in parts B, C-2, and F of this policy will apply only to evaluations conducted after the 2015-2016 academic year, and changes in the provisions relating to promotion to Professor will apply to current Law Library faculty members already awarded tenure. The terms and conditions of tenure-track appointments are governed by this policy and by generally applicable University-wide policies. In the event of any inconsistency between this policy and a generally applicable University-wide policy, the University-wide policy governs.

**3. ACCESS TO PROMOTION, RETENTION, AND TENURE FILE**

An untenured tenure-track Law Library faculty member will receive a copy of the policy at the time he or she is appointed to a tenure-track position. Furthermore, at all times, a Law Library faculty member will have full access to his or her Promotion, Retention, and Tenure (PRT) file.

**B. THE TIMING OF THE EVALUATIVE PROCESS**

Timeline for both promotion and tenure begins July 1. For persons hired after October 31, the timeline will begin July 1 of the following year.

## PHASES IN THE PROFESSIONAL DEVELOPMENT OF FACULTY MEMBERS

Normally the beginning rank for tenure-track Law Library faculty is granted at Assistant Professor. A Doctor of Jurisprudence from an ABA-accredited school or its foreign equivalent, and either a master's degree in library science from an ALA-accredited school or its foreign equivalent or a master's degree in information technology are required. Appointment at this rank presupposes the ability to perform the basic professional duties of a law librarian as well as the potential to conduct publishable research and to perform appropriate service activities.

The Law Library recognizes three phases in the professional development of a Law Library faculty member:

### a. "CREDENTIALING PERIOD"

During the credentialing period, the Law Library faculty member develops his or her individual abilities and habits as a law librarian and scholar and demonstrates himself or herself capable of assuming the role of a Law Library faculty member. Upon successfully completing the credentialing period, typically during the third year, the Law Library faculty member is promoted to Associate Professor.

### b. "POST-CREDENTIALING PERIOD"

During the post-credentialing period, the Law Library faculty member continues to develop to his or her full potential as a law librarian and scholar and becomes a full, contributing member of the Law Library, Law School, University, and professional communities. Upon successfully completing the post-credentialing period, typically during and no later than the sixth year, the faculty member is awarded tenure and promoted to Professor.

### c. "MATURE PERIOD"

The mature period is the balance of a faculty member's career as a member of the Law Library faculty. Evaluation during this period is performed by the Dean, the Director of the Law Library, and any Law Library faculty peer-review process.

## 1. UNIVERSITY SCHEDULING REQUIREMENTS

In the case of a tenure-track faculty member who joins the Law Library faculty with no credit for prior service, the University of Dayton mandates that any positive recommendations for contract renewals or tenure for the tenure-track faculty member be made no later than the dates indicated on the following schedule:

<b>Decision</b>	<b>Date of Decision</b>
Renewal for 2nd year	February 15th of the faculty member's 1st year of service
Renewal for 3rd year	November 15th of the faculty member's 2nd year of service
Renewal for 4th year	May 15th of the faculty member's 2nd year of service
Renewal for 5th year	May 15th of the faculty member's 3rd year of service
Renewal for 6th year	May 15th of the faculty member's 4th year of service
Renewal for 7th year	May 15th of the faculty member's 5th year of service
Tenure	November 15th of the faculty member's 6th year of service

### 3. THE SCHOOL OF LAW AND LAW LIBRARY SCHEDULE OF EVALUATION

Consistent with the University Promotion and Tenure Policy, which directs that the Law Library is part of the School of Law for purposes of promotion and tenure (University Promotion and Tenure Policy, Part 1(B)(2)), the schedule of evaluation and the timing of promotion and award of rank for Law Library faculty members are intended to mirror those employed within the School of Law for tenure-track faculty members, and are subject to amendment in the event of amendment in the policy of the School of Law. To coordinate the University's evaluation schedule with the School of Law's, each Law Library faculty member's performance will be evaluated by a PRT Committee (part C-1, below) in the second, third, fifth and sixth years of the faculty member's service at the Law Library. Evaluations typically will follow this schedule:

<b>Decision</b>	<b>Date of Decision</b>
Contract Renewal for the 4th year	May 15th of the faculty member's 2nd year of service
Contract Renewal for the 5th year, Promotion to Associate Professor, & Prognosis for Tenure	May 15th of the faculty member's 3rd year of service
Contract Renewal for the 7th Year	Nov. 15th of the faculty member's 5th year of service
Tenure & Promotion to Professor	Nov. 15th of the faculty member's 6th year of service

Each evaluation is referred to by the year in which it is conducted. All other contract renewals during the credentialing period (contract renewals for the 2nd and 3rd years) and during the post-credentialing period (contract renewal for the 6th year) are made by the Dean and the Director of the Law Library using self-evaluations completed by the Law Library faculty member, any existing PRT Committee report(s), and any additional evaluations or reports that the Dean and the Director of the Law Library see fit to undertake or have undertaken.

### 4. ADJUSTMENTS TO THE SCHOOL OF LAW AND LAW LIBRARY SCHEDULE OF EVALUATION

The total period of full-time service prior to the awarding of tenure (the "probationary period") will not exceed seven years, including all previous full-time service with the rank of Instructor or higher at the Law Library or at another law school library, except that, for Law Library faculty members with prior service at another law school library, the probationary period may be extended to as many as four consecutive years at the University of Dayton, even if the total full-time service (at the Law Library and other law school libraries) thereby exceeds seven years; if the probationary period at the Law Library is to be less than seven years and therefore requires a tenure decision earlier than the fall of the sixth year, the evaluative schedule will be adjusted by changing the date of or deleting one or more reviews required in an earlier year.

The terms of any extension or contraction of the probationary period will be stated in writing at the time of the Law Library faculty member's initial appointment. Time spent on leave of absence will not count as probationary period service, unless the Law Library faculty member, the Law School, and the University of Dayton agree to the contrary at the time the leave is granted. Tenure typically is not granted before the time specified in this policy.

## C. COMPOSITION AND DUTIES OF LAW LIBRARY PROMOTION, RETENTION AND TENURE COMMITTEE

1. All tenured Law Library faculty members and all tenured faculty members of the School of Law, excluding the Dean of the School of Law, are eligible to be members of a Promotion, Retention and Tenure Committee (“PRT Committee”) for untenured Law Library faculty members. During the first year of each untenured Law Library faculty member’s service at the Law Library, the Director of the Law Library, in consultation with the Dean of the School of Law, shall appoint a PRT Committee charged with the evaluation of that particular Law Library faculty member during his or her entire untenured service at the Law Library. Each untenured Law Library faculty member’s PRT Committee shall be composed of all tenured Law Library faculty members and at least one tenured faculty member of the School of Law. The Director of the Law Library will serve as PRT Committee chairperson. In the event that there are fewer than three tenured Law Library faculty members at any time during the untenured period of service for any individual, the Director of the Law Library, in consultation with the Dean of the Law School, shall point an additional eligible member of the faculty of the School of Law to the PRT Committee. In the event of any vacancy on the individual untenured Law Library faculty members’ PRT Committee, the Director of the Law Library, in consultation with the Dean of the School of Law shall appoint an eligible member of the tenured faculty of the School of Law to fill the vacancy.

2. Each untenured Law Library faculty member’s PRT Committee shall, in accordance with the criteria, standards, and procedures of this policy, make recommendations to the Dean of the School of Law concerning the retention (contract renewal), promotion, and tenure of that Law Library faculty member after conducting the following evaluations:

- a. the 2nd year evaluation concerning Contract Renewal for the 4th year;
- b. the 3rd year evaluation concerning Contract Renewal for the 5th year, Promotion to Associate Professor, and Prognosis for Tenure;
- c. the 5th year evaluation concerning Contract Renewal for the 7th year; and
- d. the 6th year evaluation concerning Tenure and Promotion to Professor.

## D. CRITERIA FOR EVALUATION

Law Library faculty members are evaluated on the basis of evidence of accomplishment in three areas: Librarianship, Scholarly Activities, and Service. Standards for performance are relative to the individual’s peer group at the University of Dayton School of Law and at other institutions of comparable or higher quality and to accepted professional standards. Each PRT Committee will apply the criteria for all three areas flexibly. Some examples of this flexibility in the application of the criteria include: a Law Library faculty member who is assigned or undertakes regular course teaching responsibilities within the School of Law; a Law Library faculty member who undertakes an extraordinary scholarly endeavor; or a Law Library faculty member who is assigned time-consuming administrative duties (i.e. directorships or chairmanships of programs within the School of Law). In addition, the PRT Committee should always seek to identify the different aspects of a faculty member’s activities; for example, the presenting of a continuing legal education program might include noteworthy teaching (the actual presentation of the

program), scholarship (the preparation and distribution of well researched and insightful written materials), and service (to the University, the School of Law, and the Law Library by enhancing their reputation, and to the legal community by enhancing the knowledge and expertise of the practicing bar).

## 1. LIBRARIANSHIP

This area includes effective performance of normal duties in law library activities such as acquisitions, administration, information technology, cataloging, library and legal instruction, collection development, reference, serials, and special collections. The preparation and administration of grants and contracts from external funding agencies, and institutionally awarded grants is also considered under librarianship.

Law Library faculty members should actively pursue current developments in relevant fields through both formal and informal continuing education. They also should contribute to the improvement of existing library services and the development of new services.

Evaluation in this area will be based on the candidate's statements and supporting materials in his/her application, the performance evaluations received at previous reviews, and the observations of other Law Library faculty members. Observations of School of Law administrators and School of Law faculty may also be taken into account.

## 2. SCHOLARLY ACTIVITIES

All tenured and tenure-track Law Library faculty members are expected to engage in scholarly activity. Reassigned time may be given by the Director to allow faculty members to accomplish a defined scholarly agenda. Work done in law, legal education, library and information studies, or in the subject specialties of individual Law Library faculty members is acceptable. If a significant portion of a candidate's scholarly work falls outside the expertise of the PRT Committee members, the Committee may seek recommendations from one or more external evaluators holding such expertise. The Committee should choose any external evaluators in consultation with the candidate.

For the purposes of evaluation for promotion and tenure, possible results of scholarly activities are classed in three categories. All of the examples listed below will be evaluated in terms of their depth and degree of scholarship. These are listed in descending order of importance.

### a. Category 1

(1) Publication of books, chapters in books, and articles in journals of national or international standing, in either print or electronic formats. These include, but are not limited to:

- (a) Annotated bibliographies, indexes and directories, collected works, anthologies, exhibition catalogs, and other works of reference
- (b) Compilation of significant bibliographies, guidebooks, indexes, special catalogs, manuals, etc.
- (c) Editorship of scholarly books, conference proceedings, etc.

- (d) Publications in larger works, e.g., entries in encyclopedias or biographical dictionaries, guest columns in periodicals, etc.
- (e) Literature or research review articles published in scholarly journals
- (f) Creative works, performances, exhibits, and translations

(2) Presentations at the national level. These include, but are not limited to:

- (a) Invited lectures and/or speeches for other universities, professional meetings, conventions and/or conferences
- (b) Papers, lectures, or poster sessions presented at professional conferences, meetings, conventions, symposiums, seminars, or workshops
- (c) Papers published in conference proceedings

(3) Grants

- (a) Awards of grants and contracts intended to fund research or to fund a presentation by the grantee

(4) Development of electronic resources, such as:

- (a) Significant computer software, databases, or web sites that facilitate and/or contribute to scholarship
- (b) Web exhibits or catalogs that are substantive, possess a high quality of bibliographic description, and contribute to scholarship

## b. Category 2

(1) Articles in regional or local publications and substantial reviews of books, journals, databases, or web sites, in either print or electronic format. These include, but are not limited to:

- (a) Articles contributed to newsletters of professional associations
- (b) Brief communications, short descriptions of library services or innovations, editorial/opinion pieces, personal essays
- (c) Guides to the literature, comparative guides to reference sources, and bibliographic essays published in journals
- (d) Multiple reviews of books, journals, software, databases, or web sites in professional publications considered significant and authoritative due to their broad circulation and acknowledged quality

(2) Presentations at the regional or state level. These include, but are not limited to:

- (a) Invited lectures and/or speeches for other universities, professional meetings, conventions and/or conferences
- (b) Papers, lectures, or poster sessions presented at professional conferences, meetings, conventions, symposiums, seminars, or workshops
- (c) Papers published in conference proceedings
- (d) Presentations for which the faculty member acted as an organizer, moderator at professional meetings, conventions, symposiums, and conferences

### (3) Grants

- (a) Grants awarded to fund the grantee's attendance at a professional meeting or conference.

### c. Category 3

- (1) Minor book reviews
- (2) In-house bibliographies and exhibit catalogs

## 3. SERVICE

This category includes services to the Law Library, the School of Law, and to the University, to the profession, and to the community. It includes, but is not limited to:

- a. Membership on Law Library, Law School, and University committees
- b. Service as an advisor to such organizations as Law Review and Moot Court
- c. Preparation of self-studies and other elaborate reports
- d. Coordination of interdisciplinary programs and projects
- e. Development or implementation of administrative or management tools or policies on behalf of the Law Library or the Law School
- f. Active membership in state, regional, and national professional associations (e.g. holding office, serving on committees, participating in program and discussion groups)
- g. Service as an editor or peer reviewer of papers for publication
- h. Presentations for which the Law Library faculty member acted as an organizer, moderator, or peer reviewer at Law School events, professional meetings, conventions, symposiums, and conferences
- i. Service with community organizations
- j. Teaching and professional consulting outside the School of Law

## 4. TRACK RECORD

The Law Library faculty member is expected to establish a "track record" of librarianship, scholarly activities, and service. A track record signifies that the Law Library faculty member has engaged in librarianship, scholarly activities, and service activities on a consistent or ongoing – as contrasted to an occasional, sporadic, or episodic – basis. The existence of such a track record is important in that it demonstrates that the Law Library faculty member has made a long-term commitment to engage in the relevant activities, and that he or she has accepted these activities as an indispensable aspect of the life of a professional academic librarian. The content of the track record will be individually evaluated with consideration for the differing assignments relevant to individual Law Library faculty members; however, at the 3rd year evaluation, the track record should evidence activities in all three areas. At the time of the 6th year evaluation, the track record should be longer and include additional activities since the 3rd year evaluation. For service, a track record should indicate regular undertakings over some period of time.

## E. STANDARD FOR EVALUATION

To be promoted, retained, or tenured, the Law Library faculty member must achieve overall satisfactory performance in each of the three areas of librarianship, scholarly activities, and service, and must perform well in each of these areas. Satisfactory performance is that level of achievement that is expected in terms of both quantity and quality for the rank and years of service of the faculty member under consideration, in light of individual assignments and responsibilities.

## F. NATURE OF EACH EVALUATION

### 1. THE 2<sup>nd</sup> YEAR EVALUATION

The Law Library faculty member's PRT Committee will conduct an evaluation of the Law Library faculty member's librarianship, scholarly activities, and service activities and assess the Law Library faculty member's overall performance in these areas since his or her appointment to the Law Library faculty. Any member of the faculty of the Law Library or Law School is permitted to submit written comments to the PRT Committee concerning the activities and performance of the Law Library faculty member being evaluated. The PRT Committee should expressly include in its report what the Law Library faculty member is doing well and any areas of deficiency. A Law Library faculty member's PRT Committee, in its report and recommendation to the Dean, should, where appropriate, include suggestions for the future mentoring of the Law Library faculty member in preparation for future evaluations.

### 2. THE 3<sup>rd</sup> YEAR EVALUATION

The major focus of the 3rd year evaluation is to make a recommendation for retention and promotion and to provide the Law Library faculty member with a "prognosis" for achieving tenure. There are three possible outcomes from the 3rd year evaluation:

#### a. "PROGNOSIS FOR TENURE IS GOOD"

A PRT Committee could conclude that the prognosis for tenure is good and therefore will recommend that the Law Library faculty member be retained and promoted. Each committee's report should focus on what the faculty member is doing well, on any areas in which the faculty member could improve, and on how the faculty member might increase the likelihood of achieving tenure.

#### b. "REASON FOR SERIOUS CONCERN"

A PRT Committee could conclude that there is reason for serious concern but nonetheless recommend that the Law Library faculty member be retained and promoted because there also is reason to believe that the Law Library faculty member could achieve tenure. Each committee's report should focus on the faculty member's areas of deficiency and include positive recommendations as to changes the faculty member should make.



### c. "RECOMMEND NONRETENTION"

A PRT Committee could conclude that the prognosis for tenure is poor and recommend that the Law Library faculty member not be retained because there is insufficient reason to believe that the Law Library faculty member will achieve tenure. Each committee's report should focus on the Law Library faculty member's areas of deficiency and why that committee concludes that, even given two and one-half more years, the Law Library faculty member will not achieve tenure.

When making a decision during this 3rd year evaluation concerning the prognosis for tenure and whether to recommend to the Dean that the Law Library faculty member be retained and promoted, each PRT Committee will consider achievements over the faculty member's entire professional career, emphasizing especially those achievements since his or her appointment to the Law Library faculty of the University of Dayton School of Law. Any member of the faculty of the Law Library or the School of Law is permitted to submit written comments to a Law Library faculty member's PRT Committee concerning the activities and performance of the faculty member being evaluated. A PRT Committee will expect that the Law Library faculty member will have established himself or herself as a thorough and competent academic law librarian and be able to describe to the committee his or her plans for furthering his or her continuing professional development. A PRT Committee will also expect that the Law Library faculty member will have established a track-record of scholarly activities and be able to describe to the committee the nature of his or her future scholarly endeavor(s). Finally, a PRT Committee will expect that the Law Library faculty member has performed his or her service obligations at the Law Library and School of Law in a satisfactory fashion and has undertaken additional service obligations for the University and/or the profession.

### 3. THE 5<sup>TH</sup> YEAR EVALUATION

While a Law Library faculty member's PRT Committee will consider achievements over the faculty member's entire professional career, it will focus its attention on achievements since the 3rd year evaluation of the Law Library faculty member. Thus, each committee will seek to ensure that, since the 3rd year evaluation, the Law Library faculty member has continued to develop as a law librarian and has continued to serve the Law Library, the School of Law, the University, and the community. Any Law Library faculty member and any member of the faculty at the School of Law is permitted to submit written comments to a Law Library faculty member's PRT Committee concerning the activities and performance of the faculty member being evaluated. Where appropriate, each committee will determine whether any deficiencies or areas of concern identified in the earlier evaluation have been satisfactorily addressed. Finally, each committee should expressly include in its report what the Law Library faculty member is doing well and any areas of deficiency.

### 4. THE 6<sup>TH</sup> YEAR EVALUATION

At the end of the post-credentialing period, the Law Library faculty member is expected to have developed his or her abilities as an academic law librarian and to have demonstrated a commitment to serving as a contributing member of the Law Library, School of Law, University, and legal communities during the rest of his or her professional life. Each PRT Committee will consider achievements over the Law Library faculty member's entire professional career, emphasizing especially those achievements since his or her appointment to the Law Library

faculty. PRT Committees will expect the Law Library faculty member to be a thorough and competent academic law librarian who will continue to develop professionally, to have a track-record of librarianship and scholarly activities, to have performed his or her service obligations in a satisfactory fashion, and to have a track-record of public service to the University and/or the legal and library profession. Any Law Library faculty member or member of the faculty at the School of Law is permitted to submit written comments to a Law Library faculty member's PRT Committee concerning the activities and performance of the faculty member being evaluated.

## G. PROCEDURES USED IN EVALUATING A LAW LIBRARY FACULTY MEMBER

### 1. INTRODUCTION

The Chairperson of the Law Library Faculty PRT Committee is responsible for arranging for the formal evaluation of a Law Library faculty member's librarianship, scholarly activities, and service pursuant to this policy and for maintaining communication between the committee and the faculty member.

Committee evaluation for promotion and tenure is based on both periodic evaluations of the Law Library faculty member, as described in this Policy, and on materials submitted by the Law Library faculty member in support of promotion or tenure. All faculty members who are candidates for promotion and tenure should submit a letter of application, a current *curriculum vitae*, along with a cumulative portfolio of evaluations and supporting materials, as appropriate. The letter (not to exceed three pages) should note the candidate's contributions to the Law Library, to the School of Law, to the University, and to the profession. It should clearly indicate the candidate's accomplishments, current activities, and plans for the future in each of the three areas of performance. Materials of a substantive nature which update the candidate's application can be added by the candidate at any point during the review process.

### 2. PROCEDURES USED IN EVALUATING LIBRARIANSHIP

a. Informal evaluation of the librarianship activities, as defined in section D-1 of the Policy, of each tenure-track Law Library faculty member takes place on an on-going basis, as the faculty member's activities are performed in regular collaboration with and under the direct supervision of the Director of the Law Library and/or the Head of Public Services and/or the Head of Technical Services. Annual written evaluation is conducted pursuant to the policy of the School of Law under the supervision of the Director of the Law Library, in light of the specific duties and responsibilities assigned to individual Law Library faculty member. The written evaluations, including any responses by the faculty member seeking promotion or tenure, must be included in the portfolio submitted to the PRT Committee, as described in section G-1. The Director shall redact from such evaluations only information related to the faculty member's salary

For purposes of evaluation for promotion or tenure, if librarianship activities of a Law Library faculty member include formal teaching in regular classes at the School of Law that are not performed in collaboration with, or under direct supervision of, the Director, Head of Public Services, or Head of Technical Services, the teaching activities may be reviewed on the basis of any or all of the following, by agreement of the PRT Committee and the Law Library faculty member:

(1) **Review of student evaluations** for each class taught at the University of Dayton since the later of the date the Law Library faculty member joined the faculty or the last evaluation of the faculty member (and, in the case of review for tenure, review of student evaluations for each class the candidate has taught at the University of Dayton). The evaluations will be conducted using the School of Law's standard student-evaluation instrument, and in accord with School of Law policies that assure that the faculty member is not present during the students' completion of the evaluation, that the evaluations are completed anonymously, and that the results of the evaluations are not made accessible to the faculty member until after the due date of the final grades in the course or the date on which the final grades are actually filed, whichever is later.

(2) **Personal visitation of classes by committee members, videorecording of classes for viewing by the committee members, or a combination of the two**, for the purpose of the committee's evaluation of instructional quality and interaction with students. The PRT Committee and the Law Library faculty member together will schedule the classes to be visited and/or videorecorded. After a class has been videorecorded, if the faculty member and the committee feel that the class is not representative, another class may be videorecorded; the videorecording of the agreed-upon non-representative class is not part of the faculty member's evaluation file. The faculty member will supply his or her PRT Committee with a copy of the material assigned to the students for any class session which is videorecorded or visited, a statement of the faculty member's goals in the class, and a self-evaluation of the success of his or her efforts. In the situation where a class has been visited, rather than videorecorded, committee members visiting the class shall each write a description of the class for inclusion in the faculty member's PRT file. In the case of on-line courses (including synchronous on-line courses): (1) the committee's evaluation will include assessment of instructional design, student interaction and assessment, technology and accessibility, and course evaluation and management, and (2) at least two members of the committee with formal teaching experience will observe the faculty member's on-line interactions with students in the course on at least two occasions. If fewer than all members of the committee participate in observing on-line interactions, each committee member who made observations will complete a written description of the interactions for inclusion in the faculty member's PRT file. Each visiting faculty member (or, in the case of on-line courses, observing faculty member) will give a copy of the description to the faculty member at the same time that it is given to the committee members. The faculty member may respond to the description, and the faculty member's response, if written, will be included in his or her PRT file.

(3) **Review of course materials**, including syllabi, assignments, primary and supplemental readings, and examinations. The Law Library faculty member provides to the committee: an identification of the texts and other materials required for the course and copies of course syllabi, written instructions given to students for assignments, supplemental or other course materials prepared by the faculty member (if any), and examinations given in the course. The materials should be accompanied with a written statement regarding the goals of the course and the faculty member's approach to teaching the course.

(4) **Self-evaluation.** The Law Library faculty member may provide to the PRT Committee, a self-evaluation of the faculty member's teaching. The self-evaluation may be in narrative format and should include at least the faculty member's assessment of the

strengths and weaknesses in his or her teaching and a description of the steps the faculty member has taken to improve the quality of his or her instruction.

**(5) Faculty-provided evidence of student achievement of learning objectives.** The Law Library faculty member may provide evidence relevant to whether students in the faculty member's classes have achieved or are achieving identified learning objectives. As part of the submission, the faculty member should include a written statement of the learning objectives for the course; an identification of the sources and measures for assessing student achievement of the identified objectives; and a description of the extent to which the evidence suggests that students did or did not achieve the objectives. The sources for assessing student achievement may include samples of student work; test, quiz, and examination results; pre- and post-test scores; scores on standardized tests; reflective student essays; and any other source or measure that is likely to provide a useful basis for assessing student achievement.

b. Each PRT Committee member must review all materials submitted pursuant to this Policy in support of promotion or tenure.

c. As to the other librarianship activities the Law Library faculty member wishes his or her PRT Committee to consider, the faculty member should submit a report listing the activities to be considered, describing the activities, and suggesting a method that might be used to evaluate those activities. The faculty member may also recommend persons who the faculty member feels could independently evaluate the faculty member's other librarianship activities.

### 3. PROCEDURES USED IN EVALUATING SCHOLARLY ACTIVITIES

The Law Library faculty member should supply his or her PRT Committee, as part of his or her portfolio, all written materials the faculty member wishes to be considered as evidence of his or her achievement in scholarship, along with a report detailing the faculty member's scholarly activities. Each member of the faculty member's PRT Committee should review and evaluate all written materials submitted by the faculty member and the faculty member's report. The faculty member's PRT Committee may choose to send the faculty member's major written scholarship to a person or persons outside the School of Law who has expertise in a field which is a central part of the published material. The outside evaluator(s) will be asked to give his or her opinion as to the quality of the written scholarship (this process has been termed "jurying"). The outside evaluator should be supplied with a statement of the criteria for scholarship for Law Library faculty members, as set forth in this policy. The faculty member will be consulted as to appropriate outside evaluators who might "jury" his or her published materials. The outside evaluator's response will be made available to the faculty member undergoing evaluation. Further, if a faculty member disagrees with the opinion expressed by the outside evaluator, the faculty member may have the piece reviewed by an outside evaluator or evaluators of the faculty member's choosing and the faculty member may submit any such opinion(s) to his or her PRT Committee for its consideration.

### 4. PROCEDURES USED IN EVALUATING SERVICE

The Law Library faculty member will submit to his or her PRT Committee, as part of his or her portfolio, a statement of his or her service, including the faculty member's own assessment of his or her service. The PRT Committee shall seek the comments, preferably in writing, of Law

Library faculty, School of Law faculty and administrators, or any responsible person, as to the service of the faculty member. The committee typically will consult with a faculty member about whom it will contact outside the University concerning the faculty member's service.

## 5. COMMITTEE CONSIDERATION AND VOTING

A quorum of each Law Library PRT Committee is a majority of its members and any business may be conducted only at a meeting at which a quorum is present. Unless otherwise required by this policy, all votes of any PRT Committee shall be by a majority vote of its members. The Chairperson of any PRT Committee shall accept and tally any written absentee ballot submitted by a member of the committee. In promotion, retention, or tenure matters, only those members of a PRT Committee who have reviewed the faculty member's librarianship, scholarly activities, and service, may vote.

In a tenure vote, an affirmative PRT Committee recommendation requires a vote of two thirds of its members. Failure to meet the vote required for an affirmative recommendation constitutes a negative committee recommendation.

The numerical results of the vote will be reported to the faculty member whose retention, promotion, or tenure was voted on by his or her PRT Committee.

## 6. COMMITTEE REPORTS

### a. DRAFT REPORT

A Law Library PRT Committee completes its evaluation of the Law Library faculty member by assembling all materials submitted and relied upon in a file and by preparing a draft report which contains its recommendation to the Dean and the basis and reasons for that recommendation. The faculty member is entitled to receive a copy of the draft report and to submit, in writing, any comments he or she may have on the draft report. The faculty member is entitled to meet with his or her PRT Committee to discuss the draft report. The draft report will be delivered to the faculty member in sufficient time to permit review and response by the faculty member, normally at least two weeks before the due date for delivery of the final report to the Dean as specified in part G-6-b, below.

### b. FINAL REPORT

After taking into account the comments, if any, of the Law Library faculty member in response to the draft report, the Law Library PRT Committee will make its decision regarding its retention, promotion, or tenure recommendation. The chairperson, in consultation with the committee, will then prepare a final report to the Dean that includes a statement identifying the written materials the committee considered, a summary of any oral presentations the committee considered, the recommendation of the committee, and the basis and reasoning for that recommendation. The report will be accompanied by the file of materials submitted to and relied on by the committee. The final report and accompanying materials will be delivered promptly to the Dean. In normal circumstances, the report and accompanying materials will be delivered to the Dean no later than February 15 in the case of the second- and third-year evaluations; October 15 in the case of the fifth-year evaluation; and November 15 in the case of the sixth-year tenure decision. At the same time, the chairperson of the Law Library PRT Committee will deliver a

copy of the final report, including the PRT Committee's recommendation, to the Law Library faculty member. After receiving a copy of the final report, the faculty member shall be afforded a reasonable time to prepare written comments for the Dean's consideration in making his or her final decision.

## 7. DEAN'S REVIEW AND RECOMMENDATION

Following receipt of the Law Library PRT Committee's report and accompanying materials, the Dean will review the committee's recommendation, taking into account the faculty member's entire PRT file, the committee's report and recommendation, any prior PRT Committee reports, any added materials submitted by the candidate to update the application, and any written comments submitted by the faculty member or by other concerned individuals. The Dean will promptly provide to the candidate and to the PRT Committee copies of any materials (including comments and updating materials) that are received by the Dean or added to the file after transmission of the file to the Dean from the committee.

In the case of reviews prior to the final tenure review, the Dean will make his or her recommendation to the Provost regarding retention (and, when applicable, promotion to Associate Professor) only after first affording the faculty member a reasonable time to comment on the committee's recommendation. The Dean will forward his or her recommendation to the Provost, with an accompanying explanation for the recommendation. At the same time, the Dean will provide to the faculty member and to the faculty member's PRT Committee a copy of the Dean's recommendation and explanation together with copies of any added materials (including comments and updating materials) not previously provided to the faculty member or PRT Committee.

In the case of a final review for tenure and for promotion to Professor, the Dean will notify the Law Library faculty member and the Law Library PRT Committee regarding the Dean's intended recommendation to the Provost no later than the end of the first business day following December 14. The faculty member and any concerned individuals (including members of the PRT Committee) may submit a written response to the Dean before the end of the first business day following December 21. After considering any responses, the Dean will send his or her recommendation in writing to the Provost by the end of the first business day following January 1, together with the completed procedural checklist (part G-8 below), the faculty member's entire cumulative PRT file, and an explanation for the recommendation. At the same time, the Dean will provide to the faculty member and to the faculty member's PRT Committee a copy of the Dean's written recommendation and explanation together with copies of any added materials (including comments and updating materials) not previously provided to the faculty member or PRT Committee.

## 8. PROCEDURAL CHECKLIST

At the time of a Law Library faculty member's initial tenure-track appointment, the faculty member, the Director of the Law Library, the Dean of the Law School, and the Provost will execute a copy of a "Procedural Checklist" form substantially in the form set out at the end of this policy. At the time of the initial appointment, the faculty member, the Director, the Dean, and the Provost will complete and sign the face of the form, and will enter the appropriate academic years in the left-hand column on the remaining pages of the form. The original of the

form will be kept with the faculty member's Law Library tenure file, and the Director will provide a copy to the faculty member.

If the Law Library faculty member is credited with prior service (part B-4, above), the nature and amount of the credit will be noted in the appropriate space on the face of the form, and the timeline on the reverse will be modified accordingly, as, for example, by striking through the annual reviews that will not be conducted on account of the credit.

Upon the completion of each annual stage in the promotion, retention, and tenure process and as provided within this policy, the Dean, the Director, and/or the chairperson of the Law Library faculty member's PRT Committee will sign the form in the appropriate space(s). These signatures will certify that the acts or events described at that stage of the timeline were completed in accordance with this policy. The faculty member will be invited to sign in the space provided, but the faculty member's signature is at his or her option. If the faculty member does sign, the signature acknowledges receipt of the notices and/or documents referred to in the timeline but does not convey agreement with or acquiescence in any conclusions or recommendations set forth in the notices or documents.

In the event of any changes in the timeline reflected on the reverse of the form after its initial completion (for example, due to the effects of a leave of absence), a new form reflecting the changes will be executed and appended to the original form. In the event of any changes in or additions to the original form, including the addition of signatures, the faculty member will be provided with a complete current copy of the form as modified.

#### H. MODIFICATION

This policy may be modified by an affirmative vote of at least two-thirds of the tenured Law Library faculty, excluding those on leave or sabbatical, if written notice of the proposed modification has been given to those tenured faculty members at least five business days before the meeting at which the modification is considered.

In the event that Law Library promotion and tenure policies are revised, reasonable accommodation will be made for those who began under the former policies. In the event of a change in required terminal degrees: no Law Library faculty member who held the appropriate terminal degree(s) (master's degree in library science from an ALA-accredited school or its foreign equivalent and, when appropriate, a Doctor of Jurisprudence from an ABA-accredited school or its equivalent or a master's degree in information technology) at the time of appointment will be in any way handicapped by future changes in requirements.

As amended by the tenured Law Library faculty of the Zimmerman Law Library, University of Dayton School of Law, on January 4, 2016, approved by the School of Law, November 16, 2017, and approved by the University Promotion and Tenure Committee, February 24, 2017.

**ZIMMERMAN LAW LIBRARY  
UNIVERSITY OF DAYTON SCHOOL OF LAW  
PROMOTION, RETENTION, & TENURE  
PROCEDURAL CHECKLIST**

Tenure-track faculty member name: \_\_\_\_\_

Effective date of initial appointment: \_\_\_\_\_

<b>Prior Service Credit</b>	
Faculty member _____ is _____ is not      credited with prior service toward tenure.	
_____ years credit	Nature/Location(s) of prior service
Agreed:	
_____ Faculty member / date of agreement	_____ Director of Zimmerman Law Library / date of agreement
_____ Dean, School of Law / date of agreement	_____ Provost / date of agreement

<b>Receipt of Zimmerman Law Library &amp; UD Tenure Policies</b>
Faculty member has received the following documents:
_____ University Promotion & Tenure Policy _____ Zimmerman Law Library Promotion, Retention, & Tenure Policy
_____ Faculty member / date documents received

<p>At the time of the initial appointment, the parties must complete the above portions of this form and enter the appropriate academic years in the left-hand column of the remaining pages of the form.</p> <p>The original of this document is to be kept with the faculty member's UDSL tenure file. Following any additions to or amendments of this document, including the addition of signatures, a complete current copy is to be given to the faculty member by the Director of the Law Library. In the event of any change to the timeline outlined on the reverse of this form, a new form reflecting the new timeline is to be executed and appended to this form.</p> <p>The signatures of the Director, the Dean, and the Chairperson of the PRT Committee on this form certify that the indicated steps were completed in accord with UDSL and University policies. The faculty member's signature is at the option of the faculty member and acknowledges receipt of documents and/or notices referred to, but does not convey agreement with any conclusions or recommendations.</p> <p>The dates accompanying the signatures of the Director, Dean, or Chairperson of the PRT Committee indicate the date that the steps were completed. The indication "on or about" for dates in the Timeline recognizes that unforeseen circumstances may briefly delay completion of all steps until after a listed date that should generally be regarded as a deadline. Earlier completion is encouraged, provided that there is no disadvantage to the faculty member, particularly in terms of obtaining supporting materials and submitting letters of response, as permitted by the policy.</p>
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<b>Year of Service</b>	<b>Timeline</b>	<b>Date Completed &amp; Signatures</b>
<b>1<sup>st</sup> Year of Service</b>  <hr/> (Academic Year)  <b>Renewal for 2<sup>d</sup> year</b>	On or about 1/15 faculty member provides materials to and consults with Director  On or about 2/15 after consultation with the Dean, Director gives faculty member notice of renewal decision for 2 <sup>nd</sup> year	<hr/> Director of the Law Library / Date notice is given  <hr/> Faculty Member / Date notice is received
<b>2<sup>nd</sup> Year of Service</b>  <hr/> (Academic Year)  <b>Renewal for 3<sup>rd</sup> year</b>  ***  <b>Renewal for 4<sup>th</sup> year</b>	On or about 10/15 faculty member provides materials to and consults with Director  On or about 11/15 after consultation with the Dean, Director gives faculty member notice of renewal decision for 3 <sup>rd</sup> year  ***  On or about 1/5 faculty member provides materials to PRT Committee  On or about 2/1 PRT Committee delivers draft report to faculty member for comment  On or about 2/15 PRT Committee delivers final report, materials, and recommendation to Dean  On or about 5/15 after consultation with the Dean, Director gives faculty member notice of renewal decision	<hr/> Director of the Law Library / Date is given  <hr/> Faculty Member / Date notice is received  ***  <hr/> Chairperson, PRT Committee / Date draft is delivered to faculty member  <hr/> Director of the Law Library / Date notice is given to faculty member  <hr/> Faculty Member / Date notice is received
<b>3<sup>rd</sup> Year of Service</b>  <hr/> (Academic Year)  <b>Renewal for 5<sup>th</sup> year &amp; promotion to Associate Professor</b>	On or about 1/5 faculty member provides materials to PRT Committee  On or about 2/1 PRT Committee delivers draft report to faculty member for comment  On or about 2/15 PRT Committee delivers final report, materials, and recommendation to Dean  On or about 5/15 after consultation with the Dean, Director gives faculty member notice of renewal and promotion decision	<hr/> Chairperson, PRT Committee / Date draft is delivered to faculty member  <hr/> Director of the Law Library/ Date notice is given  <hr/> Faculty Member / Date notice is received

<b>Year of Service</b>	<b>Timeline</b>	<b>Signatures &amp; date completed</b>
<b>4<sup>th</sup> Year of Service</b>  <hr/> (Academic Year)  <b>Renewal for 6<sup>th</sup> year</b>	On or about 1/15 faculty member provides materials to and consults with Director  On or about 2/15 after consultation with the Dean, Director gives faculty member notice of renewal decision for 6th year	<hr/> Director of the Law Library / Date notice is given to faculty member  <hr/> Faculty Member / Date notice is received
<b>5<sup>th</sup> Year of Service</b>  <hr/> (Academic Year)  <b>Renewal for 7<sup>th</sup> year</b>	On or about 10/15 faculty member provides materials to and consults with Director  On or about 11/15 after consultation with the Dean, Director gives faculty member notice of renewal decision for 7th year	<hr/> Director of the Law Library / Date notice is given to faculty member  <hr/> Faculty Member / Date notice is received
<b>6<sup>th</sup> Year of Service</b>  <hr/> (Academic Year)  <b>Tenure &amp; promotion to Professor</b>	On or about 10/15 faculty member provides materials to PRT Committee  On or about 11/1 PRT Committee delivers draft report to faculty member for comment  On or about 11/15 PRT Committee delivers final report, materials, and recommendation to Director, who delivers to the Dean  On or about 12/15, after consultation with the Dean, Director notifies faculty member of tenure and promotion recommendation  On or about 12/21, written responses due to Director from faculty member or concerned individuals  On or about 1/5 after consultation with the Director, Dean sends final recommendation to the Provost with this form, the cumulative file, and copies of any comments received.	<hr/> Chairperson, PRT Committee / Date draft is delivered to faculty member  <hr/> Faculty Member / Date draft is received  <hr/> Director of the Law Library / Date notice is given to faculty member  <hr/> Faculty Member / Date written response is provided to the Director  <hr/> Dean / Date final recommendation is sent to Provost

## Names & Signatures

Name	Position / Title	Signature
	Candidate	
	Director of the Law Library	
	Dean of the Law School	
	Chairperson, PRT Committee	