

**UNIVERSITY OF SOUTH CAROLINA SCHOOL OF LAW
COLEMAN KARESH LAW LIBRARY
POST-TENURE REVIEW PROCEDURES
FOR TENURED ASSISTANT LAW LIBRARIANS
1999**

I. Calendar

The Law Library post-tenure calendar will follow the calendar established for this purpose by the Office of the Provost.

II. Law Librarians' Eligibility for Post-Tenure Review

A. Each tenured assistant law librarian, regardless of rank, but excluding the Director, will be reviewed following this procedure every six years. Post-tenure review will be waived for any assistant law librarian who notifies the Director in writing of retirement within three years of the next scheduled review.

B. The Director, as a member of the Department of Legal Studies faculty, is subject to the tenure and post-tenure review procedures applicable to that department. Directors who are tenured Associate Deans shall be reviewed by the Dean of the Law School rather than pursuant to the procedures for post-tenure review of non-administrative faculty within the Department of Legal Studies.

C. Ranked list to decide who and in what order review to take place.

The Director shall prepare a list of tenured assistant law librarians ranked according to length of service since tenure. The Post-Tenure Review Committee shall conduct a review of each non-exempt assistant law librarian every six years. Where more than one assistant law librarian has obtained tenure in any given year, those assistant law librarians shall be ranked according to their actual starting dates, with the earliest hired being reviewed first. In order that the procedure shall not be too arduous for this small department, no more than one assistant law librarian shall be reviewed in any academic semester.

III The Post-Tenure Review Committee

Each year that there is an assistant law librarian eligible for review, the Director shall appoint five tenured assistant law librarians to constitute a Post-Tenure Review Committee. If there are insufficient tenured assistant law librarians, the Director, after consultation with the evaluatee, shall appoint the required number of tenured faculty from the Department of Legal Studies to complete the Committee.

IV File Documentation

The Director, with assistance from the assistant law librarian being reviewed, shall prepare a post-tenure review file and present it to the Post-Tenure Review Committee. While the evaluatee may include any documentation deemed pertinent, the file shall include the following:

A. Excellence of Performance

1. List of major tasks performed in course of duties. This should be supported by the evaluatee's annual reports for the last five years, which should have included projects undertaken and their progress.
2. List of presentations and publications. Evaluation of publications by peers outside the unit (although not necessarily outside the University) must be included. Refereed publications or other reviewed research/creative exercises may be considered as having been peer-reviewed outside the unit.
3. Managerial duties, such as, but not limited to, preparation of statistical and other reports and budgeting .
4. Supervisory duties.

B. Teaching (where applicable)

1. A list of all courses taught in the previous five years
2. A numerical and descriptive summary of the student course evaluations for each of the courses listed (to be prepared by the Dean's Office)
3. Student and peer teaching evaluations.

C. Continuing Professional Vitality

Demonstrate awareness of current developments in the library profession and in law libraries specifically. Keep abreast of information technology as it is used in the performance of librarians' duties. Participate in professional association activities. Report as appropriate and if applicable on any summer or other research grants or financed projects.

D. Service

List of service activities conducted during the previous five years, including service on Library, Law School, University-wide, professional association and community projects and committees. List of presentations prepared and delivered to groups outside the School of Law community.

E. Annual Evaluations

A copy of all annual performance evaluations conducted by the Director and any other reviews accumulated since the initial tenure review or since the last post-tenure review or a summary of these as compiled by the Director.

F. Resume

Copy of the current resume of the assistant law librarian being reviewed.

G. Outcomes of Sabbatical Leaves

Detailed information about the outcomes of any sabbatical leave awarded during the pre-review period.

V. Committee Procedures

A. The Director shall ensure that peer reviews of performance and scholarly activities are conducted in a timely manner.

B. Where teaching is part of the duties of the assistant law librarian under review, student teaching evaluations will be conducted in every class. In conducting the peer review of teaching, the committee shall examine the student evaluations, course syllabi, and teaching materials and a Committee member shall conduct a class visit.

C. The Committee will ask the Director for an evaluation of the assistant law librarian under review and this evaluation will be made available to each member of the Committee for their consideration.

D. For purposes of post-tenure review the expectations for the performance of a tenured assistant law librarian are similar to those expected of an assistant law librarian seeking tenure, and shall be so rated.

E. After review of all file contents, the Committee shall discuss the assistant law librarian's performance in a meeting at which all members of the Committee shall

be present. Upon completion of a period of discussion, the Committee chair will ask each member of the Committee to complete a written evaluation form rating the library faculty member's performance in the areas of excellence of job performance, teaching, continuing professional vitality, service, and overall performance as applicable. In each of the applicable areas, each Committee member will rate the assistant law librarian's performance as superior, satisfactory or unsatisfactory. The Committee chair shall collect the performance forms from the members, total the ratings in each of the applicable areas described in subsection C, and announce the results to the Committee. Final performance rating decisions in each evaluative category shall be by a simple majority of the Committee as indicated on the individual members' performance forms.

- F. Following the completion of the above steps the Chair of the Committee will draft a report of post-tenure review which will include at minimum the Committee's rating of the performance for each of the evaluated areas and sufficient comments to aid the assistant law librarian in his/her professional growth and development. Individual votes and any written evaluations shall be made available to the evaluatee on request.
- G. A copy of the Committee report shall be sent to the assistant law librarian under review, to the Director of the Law Library, and to the Dean of the School of Law for inclusion in the faculty member's personnel files. In the event of an unsatisfactory review, a copy of the Committee report and a development plan formulated by the Director of the Library, in consultation with the librarian under review and a Development Committee (see section (I)(1) below), must also be sent to the Dean of the School of Law and to the Provost.
- H. If the performance rating for each of the applicable evaluation areas of the assistant law librarian's performance is superior or satisfactory, the evaluation is concluded with the distribution of the report. If the Committee determines that the assistant law librarian's overall performance is satisfactory, but that his/her performance in one or more areas is unsatisfactory, the Committee must include recommendations in its report that could assist in restoring the assistant law librarian's performance to a satisfactory level in all evaluated areas. A finding of unsatisfactory in two areas shall result in an overall rating of unsatisfactory. A finding of unsatisfactory in one area may result in an overall rating of either satisfactory or unsatisfactory. A review that results in an overall performance rating of satisfactory, even if it includes an unsatisfactory rating in one of the evaluated areas does not require a development plan.
- I. An Unsatisfactory Review
 - 1. If the Committee rates the reviewed individual's overall performance as unsatisfactory, the Committee will also act as a Development Committee. The Director may appoint to the Development Committee one or more

additional members with particular expertise that would assist the assistant law librarian in reaching the development goals.

2. The Director of the Law Library, in consultation with the Development Committee and the assistant law librarian, shall produce a development plan including an improvement timetable for him/her. The timetable is at the discretion of the Development Committee depending on the nature of the development plan, but in no case will it be less than one year nor more than three years in duration.
3. Periodically the Development Committee shall review the assistant law librarian's updated file and shall submit an evaluation of progress to the Assistant Law Librarians' Post-Tenure Review Committee. This Post-Tenure Review Committee shall report in writing to the Director of the Law Library whether the goals of the development plan have been met, in general or in particular.
4. The Director of the Law Library shall make the final determination on the progress of the assistant law librarian in meeting the goals of the development plan, and whether or not further measures may be necessary. The Director shall conform to the timetable established in the development plan, and shall file periodic progress reports with the Provost.
5. An assistant law librarian's existing tenure rights are not affected by these procedures, and the only grounds for revocation of tenure are those stated in the Faculty Manual in effect at the time the assistant law librarian was hired.

VI Appeal Procedures

- A. An assistant law librarian who receives an unsatisfactory review and disagrees with the evaluation or any aspect of the recommendations may appeal to the Tenured Assistant Law Librarians to contest the overall conclusion or any particular part of the review. The findings of the Tenured Assistant Law Librarians, together with their recommendations for action and a statement by the assistant law librarian who is appealing will be forwarded to the Director of the Law Library for final determination of the evaluation.
- B. An assistant law librarian who disagrees with the development plan produced by the Director of the Law Library may appeal specific aspects of the development plan to the Provost. The Provost will make the final determination of the adequacy of an appealed development plan.

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