Law Faculty Review Process
November 27, 2007

The Law Library faculty will utilize a process for annual review of law library faculty that conforms with Provost Communication No. 21 and in parallel with practices developed by the University Library. The Law Library Faculty Review Committee will conduct annual reviews of law library faculty and conduct the first level of review for promotion and tenure cases.

Initially the Law Library FRC members will be composed of the four tenured law librarians (Healey, Henigman, Johnston and Williams). The committee chair will rotate among Law FRC members. Eventually, members of the law FRC will be elected as the number of tenured law library faculty increases.

Annual Review
The Law Library FRC will annually review the reports and dossiers of all law library faculty. As with the UL FRC, each librarian will be evaluated on his/her contributions to the mission of the Law Library and the University Library through performance in librarianship (50%), scholarship (30%) and service (20%). The Law Library FRC evaluations will be used by the Law Library director as the basis for meetings with each law library faculty member to discuss performance and to set goals for the coming year. Law Library FRC evaluations will also be used to set salaries for the following fiscal year.

An additional copy of the annual report documents for untenured law librarians will be forwarded to the UL FRC for incorporation into their annual review process. The documents of all law library faculty, their Law Library FRC evaluations and comments by the Law Library director will be forwarded to the University Librarian and the Dean of the College of Law.

[Tenured faculty in the law library would not be adverse to submitting their annual report/dossiers to the UL FRC if useful, but no law librarian would be expected to serve on the UL FRC in the future.]

3Y and 5Y Review for Untenured Law Library Faculty
The Law Library will replicate the UL process for 3Y and 5Y reviews. The law library director will solicit letters from external reviewers and from College of Law faculty for each candidate. Each peer review committee will also interview the law library director and other law librarians as needed. The peer review committee will prepare the evaluative sections in the dossier.

Completed 3Y dossiers will be forwarded to the UL Promotion & Tenure Committee for review as is the current practice. Their comments will be forwarded to the University Librarian and to the Director of the Law Library. 5Y dossiers will be forwarded to UL FRC for similar review and comments and will again be forwarded as above. Copies of the completed dossiers will also be submitted to the Law Library FRC for review.
If any serious concerns arise during the 3Y and 5Y process about progress toward tenure, the Law Library director will consult with the College of Law Dean and the University Librarian on possible remedies. Ultimately, if the University Librarian determines that the law library faculty member should not be recommended for reappointment at 3Y or for indefinite promotion and tenure at 5Y, she/he will initiate the University Statute procedures for non-reappointment.

**Peer Review Committees**

Peer review committees will be appointed for each untenured law library faculty member. The law librarians prefer that one member be a law librarian with the other member from outside the law library. Law librarians will continue to serve on peer review committees for any untenured library faculty member.

**Promotion and Tenure**

Each law library candidate for tenure and promotion to associate professor will submit names to the University Library Executive Committee (ULEC) of external reviewers plus three articles to be sent out for review. The law library director will develop a list of potential external reviewers for ULEC.

The Law Library director or his/her designate will be the paper preparer for law library faculty candidates for tenure and promotion. He/she will work with the UL’s editor to ensure that the dossier conforms to the University Library’s standards.

Completed dossiers will receive a first level of review by the Law Library FRC which will make recommendations to the Law Library director and the College of Law Dean. The packet including the candidate’s dossier, the Law Library FRC evaluation and letters from the Law Library director and College of Law Dean will be forwarded to the UL Promotion and Tenure Committee. The process will follow currently established procedures within the UL from that point forward.

If the Law Library’s FRC, the Law Library Director or the Dean of the College of Law does not support a candidate’s promotion and/or tenure, that decision will be communicated immediately to the University Librarian. If the UL Promotion and Tenure committee reaches a negative vote on any law librarian candidate, that information will be communicated to the law library director as well as the University Librarian.

**Promotion to Full Professor**

The process for promotion to full professor will remain largely as is until such time as a suitable number of law librarians achieves the status of full professor. However, recommendations from the Law Library Director and the Dean of the College of Law would be included in the packet reviewed by the University Library Promotion and Tenure Advisory Committee.

**Review of Procedures**

These procedures will be reviewed jointly by the Law Library Director and the University Librarian each June to determine if any changes or additions are necessary.