Library PTA Committee Deliberative Policies & Procedures
When Considering P&T Cases

Below are summarized the procedures and policies followed by the Library Promotion and Tenure Advisory Committee when considering promotion and promotion and tenure cases. Summarized are inputs on which the Committee relies, the outcomes the Committee produces, the procedures the Committee follows when reviewing cases, and policies adhered to regarding recusals, confidentiality and other matters.

1. Inputs (for each case):
   - Committee members will rely on dossier as submitted for Library PTA review (including letters from internal and external referees), direct reading of candidate’s publications, and first-hand knowledge (if any) of candidate’s work.
   - Committee members will not rely on hearsay, nor should they individually solicit opinions or input on specific cases from colleagues not on Library PTA.
   - Authoritative standards for criteria regarding P&T recommendations are the University Statutes, Provost’s Communication #9, the Library Statement on Promotion and Tenure, and documents referenced directly by these sources.
   - If deemed essential to deliberations, Library PTA can collectively request clarification or additional specific information regarding a candidate or case from the UL’s Office.
   - The Library FRC vote on a case is considered a part of the dossier as submitted for Library PTA review and is therefore available to PTA members as they review cases.
   - Library FRC letter to the UL giving narrative advice regarding a case is also considered part of the record when the case is submitted to Library PTA, but to help maintain independence of the two levels of review within the Library, these letters will normally not be consulted by Library PTA members. When Library PTA Committee meets to vote on a case, if the preliminary Library PTA straw vote is markedly different from final Library FRC vote for that case, Library PTA members may then consult Library FRC letter to better clarify the differences in each committee’s sense of the case.

2. Outcomes (for each case):
   - Library PTA Committee will record & report vote to UL (for, against, abstain, absent, with explanations recorded for any abstention or absent votes).
   - Library PTA will submit brief letter to UL giving details of when Committee met to consider case and summarizing features of case that led to Committee’s vote. This letter is signed by the Chair on behalf of the Committee.
   - Members may provide additional concurring on non-concurring letters at same time.

3. Procedures:
   - Members will individually review cases and all associated documentation before meeting to jointly consider cases as a Committee.
   - At outset of joint consideration of a case, a member will be appointed to draft the Committee’s letter to the UL for that case.
   - Initial straw vote (show of hands) will be taken at beginning of joint consideration of each case.