Librarian Promotion and Tenure at IUPUI
Tip Sheet
Miriam Murphy, Director, Ruth Lilly Law Library

Documents upon which Promotion and Tenure are based:

1. IU Academic Handbook
2. Library Faculty Handbook (approved by IU Librarians System-wide)
3. IUPUI Suggested Standards for Evaluating Librarians (Approved by IUPUI Library Faculty in February 2008)
4. IUPUI Promotion and Tenure Dossiers - Guidelines (New version published each spring)

Librarian areas of Excellence for Promotion to Associate

Performance
Must be a librarian’s primary area and must be excellent. Performance is evaluated in reference to the librarian’s position description.

Service
Must be at least satisfactory but if selected as secondary area, then must be above satisfactory. This covers activities that fall outside of librarian’s performance responsibilities and utilize librarian’s skills to benefit librarianship, the discipline (i.e.--social work, chemistry, etc.), or the community, or the university.

Professional Development, Research, Creativity
Must be at least satisfactory but if selected as secondary area, then must be above satisfactory. All dissemination/scholarship goes here, unless otherwise designated in librarian’s position description.

Librarian areas of Excellence for Promotion to Librarian

Performance
Superior performance is required – the candidate must show evidence of performance that is achieved by few others at IUPUI.

Professional Development
If selected as secondary area then must be excellent – the candidate must show a continued significant contribution at the state, regional, national, or international level.

Service
If selected as secondary area then must be excellent – the candidate must show a continued significant contribution at the community, state, regional, national, or international level.

For either area not chosen as secondary, performance in that area must be at least satisfactory.
**Dossier organization**

In addition to the five-page personal statement, two pages of narrative on the primary area of excellence (performance) and two pages of narrative on the secondary area (either service or professional development) are allowed. Supporting documentation in each section of the dossier may include: position descriptions; charts that summarize major projects, products, or activities; statistical summaries; letters addressing the significance/impact of the activities. Copies of articles, grants or other full text supporting documents should be placed in the appendix.

**Tips:**

- Be sure to always refer back to institution mission statements.
- Focus your written statements on outcomes and impact and not just completion or participation.
- The broader the geographic area affected the better. (local, state, regional, national)
- Peer reviewed is better than non-peer reviewed. Quality is better than quantity.
- Dossiers must be written as though the reader is completely uninformed – make sure you explain the importance of that conference, association, journal, etc.
- Be sure to show focus and a pattern of growth in each area.
- Your part of collaborations needs to be explained.

**Librarian Promotion and Tenure: Criteria and Process**
by Miriam A. Murphy, Ruth Lilly Law Library