

## Expedited Review Process for Library Directors

Approved May 1, 2025.

**\*Once the finalist is identified, the Search Committee Chair:**

**- Initiates Reference Check**

**- Initiates Expedited Review Process for Library Director who**

- Has been granted tenure at an academic institution of comparable reputation, *or*
- Has been promoted to full professor at a comparable academic institution, *or*
- Has credentials that, in the estimation of the Library FSC's preliminary review, suggest the candidate may be eligible for appointment at the rank of associate professor or full professor.

### **PROCESS**

- Libraries' Assistant Dean, in consultation with the Vice Provost for Faculty Affairs (VPFA):
  - Notifies the chosen candidate of the Expedited Review Process;
  - Provides the chosen candidate with pertinent information (e.g., timeline, ARP/RPT guidelines);
  - Requests from the chosen candidate a statement on promotion and professional effectiveness, which outlines suitability for promotion against the Libraries' ARP/RPT Guidelines;
  - Gathers notes the search committee has compiled from interviews with the candidate's references.
- The Assistant Dean sends the following materials for the chosen finalist to the VPFA:
  - Candidate's statement on promotion and professional effectiveness (see above) and CV;
  - Cover memo prepared by search committee chair summarizing eligibility for expedited review and credentials/qualifications for promotion (chair prepares a memo for each finalist, but assistant dean submits memo only for the chosen candidate);
  - Summary of information from references, prepared by search committee chair, pertaining to suitability for appointment at rank of associate or full professor. (During reference calls, search committee members will ask references about the candidates' suitability for promotion. Note that candidates should select references who can speak to issues related to academic rank. Some candidates may be transitioning from an institution without faculty rank.)
- The review is to be completed over the course of 5 business days.
- The review will focus solely on the candidate's acceptability for appointment at the rank of associate or full professor.

VPFA forwards search materials for the chosen candidate for review and vote to the home department, Libraries' FSC, and the PSC. Reviews at all levels will be concurrent.

1. Home department and Libraries' Faculty Standard Committee (FSC) review and vote.

2. Unit's Dean forwards search materials and report summary to VPFA.

Senate Professional Standards Committee (PSC) reviews, votes and submits report to VPFA.

VPFA reviews search materials, reports summary and votes from the home department, Libraries' FSC, and the PSC; and submits recommendation to Provost.

Provost reviews summary of review submitted by VPFA, and makes decision whether to  
**APPOINT AT RECOMMENDED RANK OR NOT**  
VPFA communicates Provost's DECISION to Dean's Office.

### **LEGEND**

Search Committee

VPFA

Library

Provost

Senate PSC