candidate's dossier to move forward to the next level of review. All letters will be forwarded to the UTPC for university-wide review.

# 3. Pre -Probationary Credit

## Bibliography

Numerous documents inform this policy. Candidates should be familiar with all of the following:

# Valdosta State University Tenure and Promotion Policies and Procedures

This is the document that governs Tenure and Promotion at Valdosta State University. All aspects of this document, except for those of the dossier noted above, apply to the librarian's application for tenure or promotion in Odum Library.

# Appendix 1

#### **Contents of the Dossier**

The dossier is defined thoroughly in the Valdosta State University Tenure and Promotion Policies and Procedures (UTPP), "3.2.1 Guidelines for the Contents for the Dossier for Tenure, Promotion, or Simultaneous Tenure and Promotion." (<u>https://www.valdosta.edu/academics/academic-affairs/documents/university-tenure-and-promotion-update-2017.pdf</u>)

Because of differences between librarians' primary faculty assignments and those of teaching faculty members, some measures, and thus some documentation, will be different. This policy will reference those parts of the Guidelines where differences can be expected; however, the UTPP is the guiding document.

### Section I. Cover Page and Vita

Same as the UTPP.

### Section II. Evaluations of the Candidate by Review Committees and Administrators

Same as the UTPP.

#### Section III. Teaching and Student Learning

Each Librarian applying for tenure or promotion will include in this section

- a) A description of his/her primary faculty assignment (current job description)
- b) Documentation demonstrating the quality and significance of the candidate's performance in the primary faculty assignment. This supportive documentation will differ among librarians in varying roles, and may include
  - i. SOIs (Student Opinion of Instruction) (applicable to librarians who teach occasional

Section IV. Scholarship (and Juried Creative Accomplishments)

Section IV-A A chronological reference list of peer-reviewed articles or juried creative accomplishments beginning with the most recent. This list may include works that are unconditionally accepted, in press, or forthcoming. The candidate must provide supporting documentation from the editor or publisher.