

Committee on Promotion Function and Membership

Function

The Committee on Promotion is responsible for reviewing the professional competence and contributions of librarians/archivists being considered for promotion and recommending action regarding promotion to the University Librarian. The Committee on Promotion is also responsible for recommending an appropriate rank for all candidates for librarian/archivist positions.

Appointment of New Faculty

The Committee on Promotion will participate in the interview process for all candidates for Libraries Faculty positions in order to solicit information necessary to make an initial rank appointment recommendation for all candidates, to inform candidates about the promotion process, and to discuss their research interests. Committee members will enter their rank recommendations for all candidates for a Libraries Faculty position in a grid provided by the Committee Co-Chairs. The Committee Co-Chairs will notify Libraries HR when the recommendations of initial rank appointment for all candidates are complete; within one business day after the final candidate for a position has completed their interview.

Membership

Composition, Eligibility, and Election

The Committee is composed of seven members: two from the rank of Librarian/Archivist II, two from the rank of Librarian/Archivist III, two from the rank of Librarian/Archivist IV, and one at-large member from any Librarian/Archivist II-IV rank.

Only persons who have been on the University of Georgia Libraries Faculty at least two years as of July 1 following the election are eligible to serve on the Committee. Since promotions are effective July 1, individuals newly promoted to the ranks of Librarian/Archivist II-IV are eligible to serve on the Committee in their new ranks. Persons serving on the Committee may not be considered for promotion during their tenure on the Committee.

The Committee on Nominations and Elections will conduct the election of Committee on Promotion members according to the guidelines and procedures developed for this purpose. Members serve a two-year term, with one of the two committee members designated for each rank being elected each year, and an at-large member elected in alternate years. All members begin their terms July 1 following the election. The chair of the Committee on Promotion is selected by the members of the committee.

If a Committee member resigns or becomes unable to serve for an extended period of time, a vacancy election will be conducted by the Committee on Nominations and Elections. If the resignation occurs in the midst of the review of dossiers, and time does not allow for an election, the Advisory Board may appoint a replacement.

Transition between Committees

Since a new promotion cycle begins before the election of a new Committee on Promotion can be completed, the chair of the outgoing Committee on Promotion is responsible for handling the items on the Promotion Timetable that are scheduled prior to July 1. This includes distributing memos soliciting nominations of candidates for promotion. The chair of the outgoing Committee on Promotion will call a meeting of the incoming Committee on Promotion by the first week in July, at which time the new Committee on Promotion will select a chair from its members. The rest of the promotion cycle will be handled by the new Committee on Promotion.