

# **Library Services Guidelines for Promotion of Instructional Faculty Librarians**

**James C. Kirkpatrick Library**

**University of Central Missouri**

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## **Library Services Guidelines for Promotion of Instructional Faculty Librarians**

### **I. Purpose**

The purpose of the promotion policy for instructional faculty librarians is to provide an academic personnel process that facilitates the evaluation of faculty in a fair and professional manner that is unique to instructional faculty librarians. Instructional faculty librarians are evaluated for promotion using established JCKL guidelines. This document defines minimum expectations for instructional faculty librarians.

### **II. Review of Guidelines**

These *Guidelines* will be reviewed every five years, with the first review to be completed in 2022. Changes accepted by the University Librarian will take effect on July 1.

### **III. General Instructional Faculty Librarian Information**

The members of the library faculty at the James C. Kirkpatrick Library provide support for all academic programs at the University of Central Missouri. Librarians are committed to ensuring that graduates acquire the information literacy skills necessary to function as educated individuals, lifelong learners, and responsible citizens. In addition to teaching library users how to search for, locate, and analyze information effectively, library faculty have an obligation to provide an environment conducive to teaching, learning, social, and cultural activities

#### **a. Terminal Degree Requirements**

The appropriate terminal degree for academic librarians is the master's degree in library science or equivalent from a program accredited by ALA. Degrees awarded by institutions outside the United States will be considered on a case-by-case basis. A degree considered for equivalency must be appropriate to the field of librarianship, such as information science, information technology, or information studies.

#### **b. Employment**

##### **i. Appointment**

Instructional faculty members are recruited and appointed using the same procedure as for tenure track faculty. Initial appointments for instructional faculty shall be consistent with university policy for non-tenure track appointments in reference to length of appointment. All instructional faculty will be subject to annual reviews according to written standards of

competence and performance defined by the department (Library). Subsequent to a positive review, instructional faculty members will receive terms of appointment rank and length that is consistent with university policy for instructional faculty appointments. Librarians are generally hired at the Assistant Instructor level.

**ii. Reappointment**

The University Librarian (or their designee) has duties and responsibilities to recruit, evaluate, and supervise instructional faculty, in consultation with the Assistant University Librarian and faculty. The University Librarian uses multiple means of evaluation. Instructional faculty members are evaluated by students when the faculty member teaches credit course(s). Instructional faculty appointments are extended upon the recommendation of the University Librarian and with the approval of appropriate administrative officers. If no contract regarding non-reappointment is made by the deadline below, then the reappointment is assumed.

**IV. Promotion**

Promotion is recognition of a faculty member's sustained and distinguished service to the program/school, library, college, university and profession and is based upon accomplishments. Promotions are awarded on the basis of merit that has been substantiated by academic credentials and by systematic evaluation of the faculty member involved. Promotions are not automatic and must be earned. The criteria for recognition and evaluation of merit will become progressively more exacting as the faculty member moves from lower to higher academic ranks. Promotion in rank will be reserved for those faculty members who have demonstrated outstanding performance in their respective professions/fields.

**a. Eligibility for Promotion**

Candidates must be (1) full-time faculty and (2) must have completed at least the minimum number of years in a given rank. Faculty will be notified of eligibility to apply for promotion on or before May 1<sup>st</sup> of the academic year prior to the year of eligibility to apply for promotion. It is the faculty member's responsibility to file the required materials for promotion by the applicable deadline.

**b. Years in Rank**

The timeline for Instructional Faculty Librarian promotion parallels that of tenure-track faculty promotion.

At the end of at least four full years at the Assistant Instructor level, librarians are eligible to apply for promotion to Associate Instructor. If the librarian is awarded promotion, it becomes effective at the beginning of the next academic year.

At the end of at least four full years at the Associate Instructor level, librarians are eligible to apply for promotion to Senior Instructor level. If the librarian is awarded promotion, it becomes effective at the beginning of the next academic year.

**c. Recommendation Packet**

The recommendation packet includes the dossier and supporting evidence (such as copies of administrative and student evaluations, letters of recommendation for promotion, and documentation of professional activities.) Copies of publications or evidence of same are not required for promotion, but may be included in the dossier. Once a recommendation packet has been submitted to the Instructional Faculty Librarian Promotion Committee, it must not be altered at any time throughout the review process. All materials for each candidate will be available for examination at all levels of review.

Each librarian's application for promotion is to be based strictly on the individual's own merit. At no level of review should the process include the ranking of candidates.

Guidance for preparation of the dossier is available from the University Librarian's office.

**d. Criteria for Promotion**

The four levels of professional rank should be thought of as a continuum of professional growth from the instructor faculty level to the senior instructor faculty level. The continuum includes: (1) librarianship/primary duties, (2) professional development activity, (3) service to the university, and (4) service to the field of librarianship beyond the scope of the librarian's assigned duties.

Instructional Faculty Librarians shall be evaluated for promotion primarily based on their performance of the duties they have been assigned in their job descriptions. Secondly, librarians shall be evaluated for promotion based on service to the Library, the University community, and the field of librarianship beyond the scope of the librarian's assigned duties.

Research and scholarship are valued activities. While these activities are encouraged, they are not required for promotion.

**(1) Achievement in Librarianship/Primary Duties Professional**

## **Responsibilities:**

The criteria for achievement in professional responsibilities vary for individual librarians based on specific assigned duties in individual job descriptions.

### **(2) Achievement in Professional Development Activity:**

Professional development may include pedagogical as well as discipline-related activities. As the faculty member advances through the ranks, such activities are expected to reflect increasing professional growth. A narrative summary describing the professional growth demonstrated through the following items may be used as evidence of professional development:

- Conventions, conferences, clinics, institutes, workshops, post-degree course work, internships, sabbaticals, consultations, programs offered by Digital Learning and Instructional Innovation (DLII), and other programs.

### **(3) Achievement in Service:**

Achievement in service is recognized when librarians make contributions to the Library, the University community, or to the field of librarianship beyond the scope of their assigned responsibilities. Evidence of service may include, but is not limited to, the following activities:

- Involvement in university, college, library, school, and/or program governance
- Membership in university, college, library, school and/or program committees
- University sponsored programs
- Sponsorship of university societies
- Recruitment of students
- Outstanding team or individual accomplishments
- Other university activities

### **(4) Achievement in Service to the Field of Librarianship:**

Service to the field of librarianship includes a broad scope of discipline-related activities. As the faculty member advances through the ranks, such activities are expected to reflect increasing breadth and depth. The following items may be used as evidence of contributions to the discipline:

- Active membership in academic, professional, and scholarly societies

June 16, 2017

- Production of exhibition of creative work
- Grants and awards
- Publications
- Current discipline related projects completed or in progress

### **Promotion to Associate Instructor**

To meet the minimum criteria for Associate Instructor, the candidate must have a proven record of:

1. Demonstrated excellence in assigned professional duties,
2. Service on at least one university or Faculty Senate committee,
3. Attendance at a state or regional library or other applicable conference and attendance at a minimum of one national or other applicable library conference, workshop, or seminar, and
4. Performance of a least one of the remaining similar activities in the 'Achievement in Service' categories (see above).

### **Promotion to Senior Instructor**

To meet the minimum criteria for Senior instructor, the candidate must have a proven record of:

1. Demonstrated excellence in assigned professional duties,
2. Service on at least two university or Faculty Senate committees,
3. Demonstrated leadership role on campus (e.g., serving as chair of a committee, developing and implementing a significant program or project that serves the university, etc.),
4. Attendance at a minimum of four state or regional library or other applicable conferences, and attendance at a minimum of two national or other applicable library conferences, workshops, or seminars, and
5. Performance of at least three of the remaining similar activities in the 'Achievement in Professional Development' and/or 'Achievement in Service' categories (see above).

## **V. Instructional Faculty Librarian Promotion Committee**

In Library Services, the Instructional Faculty Library Promotion Committee will review and evaluate the dossiers of applicants and make recommendations to approve or deny promotion.

### **a. Instructional Faculty Library Promotion Committee Composition:**

The Assistant University Librarian will recommend six names of faculty in the Library to the University Librarian who will select the Committee members. Three committee members will be chosen from the recommended names.

The Instructional Faculty Librarian Promotion Committee consists of the Assistant University Librarian plus three additional full-time librarians. The Assistant University Librarian serves as a non-voting ex-officio member and committee chair. Two members must be library instructional faculty members with a minimum of one year's service in JCKL.

The Committee will be convened as needed. If possible, membership will rotate so that a librarian cannot serve on the committee for more than two consecutive times (excluding the Assistant University Librarian).

**b. Instructional Faculty Librarian Promotion Committee Chair Responsibilities**

The Assistant University Librarian will convene and conduct the committee meetings to review candidate recommendation packet(s). They will strive to ensure that the Committee consistently applies the *Guidelines* to all packets submitted for review and evaluation.

Once a majority vote has been achieved, the Assistant University Librarian will compose a written recommendation of each candidate and forward the recommendation to the Committee for review. When the Committee has agreed upon the letter's contents, the Assistant University Librarian will submit the letter of recommendation and candidate's recommendation packet to the University Librarian. The Assistant University Librarian will also send a letter of recommendation to the candidate. The University Librarian reviews the committee's recommendations and makes a decision to approve or deny the promotion.

**c. University Librarian Responsibilities**

The University Librarian's responsibilities in the promotion process include consideration of the projected future needs of the James C. Kirkpatrick Library. The University Librarian is also responsible for ensuring that candidates are informed about the *Guidelines*.