

Library Services Guidelines for Academic Promotion and Tenure of Library Faculty

James C. Kirkpatrick Library

University of Central Missouri

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**LIBRARY SERVICES GUIDELINES FOR ACADEMIC PROMOTION AND TENURE
OF LIBRARY FACULTY
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LIBRARY SERVICES GUIDELINES FOR ACADEMIC PROMOTION AND TENURE OF LIBRARY FACULTY

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This document defines minimum expectations for library faculty who are tenured or are in tenure-track positions.

The following sections are included within this document:

- I. General Library Faculty Responsibilities
- II. Terminal Degree Requirements
- III. General Procedures for Promotion and Tenure
- IV. General Duties of Librarians
- V. Library Faculty Promotion Criteria
- VI. Library Faculty Tenure Criteria

I. General Library Faculty Responsibilities

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-seeking skills necessary to function as educated individuals, lifelong learners, and responsible citizens. In addition to teaching library users how to locate, obtain, and evaluate information, library faculty have an obligation to provide an environment conducive to research, study, and social and cultural activities. Library faculty members not only support and protect the information needs of the campus community, but also those of all citizens of Missouri, and, to the extent possible, the national and international community.

Library faculty that are tenured or are in a tenure-track position are expected to participate fully in the evaluation of other library faculty that are tenured or are in a tenure-track position in a fair and professional manner. Library faculty are evaluated for tenure and promotion using established university guidelines.

II. TERMINAL DEGREE REQUIREMENTS

The appropriate terminal degree for academic librarians is the master's degree in library science from a program accredited by ALA or ALA/CAEP. 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. A second graduate degree--in addition to the one named above--is required for tenure consideration (approved 6-21-02).

III. GENERAL PROCEDURES FOR PROMOTION AND TENURE

These procedures and guidelines for promotion and tenure of library faculty are based on the Promotion and Tenure Policies in *Academic Policies*.

Promotion and Tenure Committee

In Library Services, a single committee will review and evaluate the dossiers of applicants and make recommendations to approve or deny promotion and/or tenure. Tenured faculty will set aside 10:00 a.m. on the tenth (10th) working day of September to meet and review dossiers. In July, the outgoing committee chair shall initiate the selection of the chair for the following fiscal year. Once the committee chair is elected, s/he will review the promotion/tenure calendar to determine if the established dates require adjustment for the upcoming review period. Confirmation of dossier review meeting dates and locations will be communicated to Library Faculty who are tenured or are in a tenure-track position prior to August 1. All votes will be taken by ballot. Two faculty, not including the chair of the committee, will tally the ballots and report to the committee. The count will not be shared. A promotion and tenure manual will be kept in the Office of the University Librarian for the use by the committee chair.

Library Committee for Promotion and Tenure

The Library Promotion and Tenure Committee consists of all eligible tenured full-time library faculty members. Candidates for promotion are eligible to serve for tenure decisions only.

Procedure for adding External Committee Members

In the event that there are fewer than three faculty members eligible to serve on a committee, the following procedure will be invoked to provide a three-member committee:

- (a) The University Librarian will solicit one tenured faculty member from each of the academic colleges.
- (b) After determining the availability of each faculty member to serve on the Library Services committee, the names of each of the faculty from outside Library Services will be made known to all promotion and tenure applicants. Each applicant will be allowed to reject one name. One rejection will result in that individual's removal from the pool of potential "surrogates."
- (c) The tenured faculty will elect one or more individuals to fill the vacancies on the promotion and tenure committee to the required number of three members.

Library Promotion and Tenure Committee Chair

In July, the Library Promotion and Tenure Committee shall elect, from its members, a committee chair who shall serve a one fiscal-year term.

Library Promotion and Tenure Committee Chair Responsibilities

The Committee Chair will conduct the committee meetings to review candidate dossiers and will strive to ensure that the Library Promotion and Tenure Committee consistently applies the *Guidelines* to all dossiers submitted for their review and evaluation.

Once a majority vote has been achieved, the Library Promotion and Tenure Committee Chair will compose a written recommendation on each candidate and forward the recommendation to the committee for review. When the group has agreed upon the letter's content, the Library Promotion and Tenure Committee Chair will submit the recommendation to the Assistant University Librarian and to the candidate.

Responsibilities of Assistant University Librarian

The Assistant University Librarian (AUL) serves on the committee *ex officio* without a vote. The Assistant University Librarian's responsibilities in the promotion and tenure process are to evaluate each candidate, to consider the anticipated needs of the area, and to provide a written recommendation to the University Librarian and the candidate, as stipulated in *Academic Policies*.

Responsibilities of University Librarian

The University Librarian's primary responsibilities in the promotion and tenure process are to conduct an independent evaluation of each candidate and to consider the projected future needs of the James C. Kirkpatrick Library. The University Librarian is also responsible for assuring that the *Guidelines* are consistent with university guidelines and for informing candidates about the *Guidelines*.

Procedure to Adopt *Guidelines*

These *Guidelines* will be approved by the University Librarian. The faculty will make a recommendation to the University Librarian to accept or reject the *Guidelines* by a simple majority vote of the faculty who cast a vote. All tenured and tenure-track library faculty are eligible to vote.

Procedure to Change *Guidelines*

Any tenured or tenure-track library faculty may recommend changes to these *Guidelines* by placing the item on the agenda of a regularly scheduled library faculty meeting. The tenured/tenure-track faculty will schedule a meeting to discuss changes. The faculty will discuss recommended changes and determine by a simple majority vote to accept or reject the proposed change(s). All tenured and tenure-track faculty are eligible to vote. Recommended changes will be forwarded to the University Librarian. Changes accepted by the University Librarian will take effect on July 1 following the faculty vote to recommend the change.

IV. GENERAL DUTIES OF LIBRARIANS

The primary job of a librarian is to bring order to and guide users through the vast array of information available in today's libraries.

Among the tasks that librarians perform, the following ensure that library patrons have the information they need:

- Provide research tools to assist library users in locating and synthesizing information.
- Foster information literacy skills.
- Instruct users on effective information retrieval.
- Strive to protect unfettered access to information for all library patrons.
- Organize collections of books, articles, documents, and non-print materials for convenient access.
- Retrieve and disseminate information from print and non-print resources.
- Evaluate, select, and manage materials in various formats.
- Assist patrons in the selection of books and other materials.
- Explain library facilities and procedures.
- Assemble and arrange display materials.

The successful academic librarian has the ability and desire to serve the research needs of a diverse population. Specific abilities and attributes include the following:

- *Information Organization* - Finding ways to structure or classify multiple pieces of information so that users can easily find information.
- *Information Gathering* - Knowing how to locate, identify, and make information available to the user community.
- *Service Orientation* - Working to meet users' information needs.
- *Flexibility* - Staying up-to-date in a constantly changing information environment.
- *Information Preservation* – Preserving and archiving materials for perpetuity.
- *Instruction* – Teaching information-seeking skills online, in the classroom and in one-on-one settings.

V. LIBRARY FACULTY PROMOTION CRITERIA

The Library Promotion and Tenure Committee is charged with the responsibility of reviewing faculty credentials and making appropriate assessments. These recommendations are consistent with and complementary to criteria presented in

the Academic Policy and Procedure.

In accordance with the *Academic Policy and Procedure*, candidates for promotion must address three areas of achievement: excellence in librarianship (i.e., professional performance), scholarship/creative endeavors, and service. Recommendations for promotion will be based upon evidence presented in the promotion dossier. Supporting documents shall be in compliance with academic policy.

Tenure-track faculty are eligible for promotion beyond Assistant Professor only upon meeting terminal degree requirements. Meeting the stated criteria qualifies a candidate for consideration, but does not assure recommendation for promotion.

Excellence in Librarianship

- Demonstrating successful performance of assigned library duties as outlined in position descriptions.
- Professionalism to include:
 - Establishing measureable goals on individual professional development plans and documenting outcomes in annual reports.
 - Keeping current in the discipline and areas of expertise through activities such as professional reading, in-service development and attendance, curricular enhancements (e.g. integrating information literacy effectively into course instruction, curriculum mapping, etc.) and other value added resources and services to the library.
 - Providing evidence of self-assessment and reflection on professional growth and strategies to address improvement.

Associate Professor

To meet the minimum criteria for Associate Professor, the candidate must:

1. Meet all library duties as assigned.
2. Meet all professional aspects of practicing librarianship.
3. Show evidence of demonstrated impact on identified constituencies as it relates to librarianship.

Professor

To meet the minimum criteria for Professor, the candidate must:

1. Meet all library duties as assigned.
2. Meet all professional aspects of practicing librarianship.
3. Show evidence of demonstrated significant impact on identified constituencies as it relates to librarianship.
4. Show evidence of the pursuit of aspirational goals relating to the library.

Scholarship/Creative Endeavors

The candidate will show a consistent and substantive record of research and creative activity, which may be demonstrated by the following:

- Presentation at professional meetings.
- Publication in professional meeting proceedings.
- Publication in non-refereed academic or professional journals.
- Publication in refereed journals.
- Published book chapters or monographs.
- Editorial responsibilities for academic or professional journals.
- Book reviews published in academic or professional resources.
- Poster sessions presented at professional meetings.
- Published abstracts, cases, or study guides.
- Newsletter articles.
- Published professional and creative works.

Associate Professor

To meet the minimum criteria for Associate Professor, the candidate must:

1. Show evidence of any combination of at least three library or information-oriented publications or presentations at the state level or above.

Professor

To meet the minimum criteria for Professor, the candidate must:

1. Show a combination of at least six library or information-oriented publications or presentations at the state, national, or international level, at least two of which must be above the state level.

Service

The candidate for promotion, at any level, will show a consistent and substantive record of service activities. Such service may be demonstrated by the following:

- Serving on department, college, or university level committees.
- Mentoring students or colleagues.
- Sponsoring university activities or organizations.
- Participating in other appropriate university service (e.g., serving as a volunteer for the Children's Literature Festival, etc.)
- Holding membership in state, national, or international professional organizations.
- Attending or participating in regional, state, national, or international conferences.
- Attending or participating in library or university-sponsored in-service programs.
- Planning and implementing in-service programs or workshops.

- Serving in elected or appointed professional positions at the state, regional, national, or international level.
- Providing professional consulting.

Associate Professor

To meet the minimum criteria for Associate Professor, the candidate must:

1. Serve on at least one university or Faculty Senate committee.
2. Participate in a state or regional library conference and attend at least one national library conference, workshop, or seminar.
3. Perform at least one of the remaining or similar activities in this category.

Professor

To meet the minimum criteria for Professor, the candidate must:

1. Participate in at least three state or regional library conferences and attend at least three national library conferences, workshops, or seminars.
2. Chair a college or university level committee.
3. Perform at least three of the remaining or similar activities in this category at the state level or above.

(Helmick/Medaris; Approved by the Library Faculty 3/22/93; Revised to match current university process 2/20/04; Revised Riley/Wales/Millen 12/2004; Approved by the Library Faculty; Norwood/Davis/Riley 2012-2013; Approved by Library Faculty 6/18/2013)

VI. LIBRARY FACULTY TENURE CRITERIA

Tenure is recognition of a faculty member's sustained and distinguished service to the department, college, Library, and university and is based upon accomplishments achieved while in a tenure track position at the University of Central Missouri.

Based on present and anticipated needs of the department and a careful and complete review of all aspects of the individual, keeping in mind the value of having persons with a variety of backgrounds, training, experiences, viewpoints, and interests, the Library Promotion and Tenure Committee is charged with the responsibility of reviewing faculty credentials and making appropriate assessments. These recommendations are consistent with and complementary to criteria presented in the *Academic Policy and Procedure*.

Candidates for tenure must demonstrate effectiveness in librarianship. Recommendations for tenure are based upon evidence presented in the dossier.

Meeting the stated criteria qualifies a candidate for consideration but does not assure recommendation for tenure. The three areas upon which a faculty member is evaluated for tenure include effective librarianship, scholarship/creative endeavors, and service to the university and to the library profession.

Effective Librarianship Is:

- Demonstrating successful performance of assigned library duties as outlined in position descriptions and evidenced in faculty evaluations.
- Establishing measureable goals on individual professional development plans and documenting outcomes in annual reports.
- Keeping current in the discipline and areas of expertise through activities such as professional reading, in-service development and attendance, curricular enhancements (e.g., integrating information literacy effectively into course instruction, curriculum mapping, etc.) and other value added resources and services to the library.
- Instructing in the use of information resources and library services across campus. Faculty librarian liaisons are expected to collaborate with teaching faculty in their disciplines to teach information resources and library services.
- Exercising integrity and ethical responsibilities of librarianship.
- Utilizing effective instruction and presentation skills.
- Providing effective tools to assist library users in locating and synthesizing information.
- Providing evidence of self-assessment and reflection on professional growth and strategies to address improvement.

Scholarship/Creative Endeavors

The candidate for tenure will demonstrate scholarship/creative activity by completing three scholarly outputs related to librarianship or fields of expertise during the previous five years, of which at least one must be from the preferred list.

Preferred List:

- Presentations at professional meetings.
- Publications in professional meeting proceedings.
- Publications in refereed journals.

- Published book chapters or monographs.
- Editorial responsibilities for academic or professional journals.

Acceptable List:

- Publications in non-refereed academic or professional journals.
- Book reviews published in academic or professional resources.
- Poster sessions presented at professional meetings.
- Published abstracts, cases, or study guides.
- Newsletter articles.
- Published creative works.

Service

All members of Library Services are expected to participate in Library, department and college committees as part of their normal duties. In addition the candidate for tenure will demonstrate a consistent and substantive record of professional endeavors through activities such as the following:

- Serving on department, college, or university level committees.
- Mentoring students or colleagues.
- Sponsoring university activities or organizations.
- Participating in other appropriate university service (e.g., serving as a volunteer for the Children’s Literature Festival, etc.).
- Holding membership in state, national, or international professional organizations.
- Attending or participating in regional, state, national, or international conferences.
- Attending or participating in library or university-sponsored in-service programs.
- Planning and implementing in-service programs or workshops.
- Serving in elected or appointed professional positions at the state, regional, national, or international level.
- Providing professional consulting.

To meet the minimum criteria for tenure the candidate must:

1. Hold membership in at least one state, national, or international professional organization.
2. Attend at least 2 state, regional, national, or international conferences.
3. Attend at least 5 university-sponsored in-service programs.
4. Attend the majority of library in-service programs.

5. Develop resources that contribute to in-service programs, instruction, or other job-related responsibilities.
6. Complete a minimum of three other service-related activities.

(Riley/Wales/Millen 10/2004; Approved by Library Faculty)
(Norwood/Davis/Riley 2012-2013; Approved by Library Faculty 6/18/2013; revised and approved by University Counsel, the Provost, and the University Librarian, 3/20/2017); Revised and approved pages 1-3 by Library Faculty, 9/5/2017); Revised and approved by vote page 5 5/6/2019.