

CRITERIA FOR LIBRARY FACULTY APPOINTMENT AND PROMOTION



QUALIFICATIONS FOR LIBRARY FACULTY

Assistant Librarian: The Assistant Librarian should ordinarily possess a master's library degree or its equivalent, or in exceptional situations, the appropriate academic or professional degree or license (e.g., Ph.D., J.D., etc.). The assistant librarian should demonstrate knowledge of library and information services and a commitment to professional service in a teaching and research University. The assistant librarian should show potential for contribution to the profession and for service to the University.

Associate Librarian: The associate librarian should ordinarily possess a master's library degree or its equivalent, or in exceptional situations, the appropriate professional degree or license. The associate librarian should have demonstrated outstanding professional ability, growth in knowledge and maturity, salutary influence on students, and where applicable, standing among colleagues. Significant achievement in contribution to the profession and achievement in University service are ordinarily required for this rank.

Librarian: The librarian should possess the qualifications required for appointment as an associate librarian and beyond these should have gained widespread recognition for excellence in professional ability and service to the profession.

EVALUATION CRITERIA FOR APPOINTMENT AND PROMOTION

Professional Service

Professional service is the basis for all reappointment and promotion, with the primary job assignment as its foundation. The primary job assignment is one that is directly measurable and is assessed and evaluated by the supervising librarian. All other elements of direct and indirect service activity within the Libraries, including

special staff and line job assignments and library committee work, are considered part of professional service.

Within whatever areas of library service an individual faculty member performs, the faculty member is expected to demonstrate the required level of competence in the full range of appropriate skills. Insufficient evidence of the required level of performance in the area of professional service leads to non-reappointment or non-promotion regardless of overwhelming evidence in the other criteria, such as contribution to the profession or University and community service.

Contribution to the Profession

There are several ways to contribute to the profession. The two primary means are professional leadership and scholarship.

Professional Leadership

Professional leadership is an important component of a commitment to librarianship. Evidence of an active professional life is seen in but not limited to the following:

- Membership in professional and appropriate scholarly organizations.
- Committee appointments and election or appointment to office in those organizations.
- Attendance at and active participation in programs and meetings (e.g., speeches, panel participation, workshop or poster session presentations, moderating, or chairing public meetings).
- Consulting.
- Professional publications.

Such participation may be at any level: local, state, regional, national, or international.

Scholarship

Scholarship is an important element in academic librarianship. This involvement in research will be reflected in one's scholarship, as in publications, presentations at professional or scholarly meetings, various types of teaching (e.g., formal courses or informal workshops), specialized products of activity (e.g., grant preparation or

the mounting of exhibits), and in the application of existing scholarly findings to one's professional service. Additional advanced study beyond the first professional degree, including a second master's degree, is also evidence of participation in scholarship, but in itself may not be sufficient evidence of achievement for a specific rank.

The foregoing examples are illustrative and should in no way be interpreted as limitations or requirements. Appropriate ways of contributing to the profession will and should vary widely among library faculty according to each person's interests, skills, experience, and academic discipline. In all cases, quality is more important than quantity. A major consideration in crediting various contributions to the profession will be the impact or influence of that activity upon the profession. For instance, in some cases, a higher impact on a smaller group of colleagues may be as significant as a lower impact on a larger number of colleagues. Practical examples will be included in the Appointment, Reappointment, and Promotions Advisory Council (ARPAC) guidelines.

It is the responsibility of the candidate to speak to the quality and impact of their contribution to the profession within the letter that states the case for promotion.

University and Community Service

This criterion is primarily concerned with those areas of professional and faculty life which fall outside of the Libraries but are pursuant to the principles and values of the University.

University-wide contributions are appropriate to this criterion. This may include elected or invited University committees (Faculty Senate, Academic Council, and other University committees). This may also include other University-wide work beyond committees that are not part of one's position description.

Community service of any kind is noteworthy, and service that makes use of one's professional knowledge, skills, or experience or those of one's academic discipline is especially appropriate. "The University acknowledges that public service beyond the campus and the academic community, when consistent with one's obligations to the University, appropriately enhances one's academic services" (Academic Articles, Article IV, Section 11).