

13. PROMOTION TO ACADEMIC RANK FOR LIBRARY FACULTY

13.1 MINIMUM CRITERIA FOR TENURE AND PROMOTION

13.1.1 CRITERIA FOR PROMOTION OF LIBRARY FACULTY. Library faculty members shall be evaluated for promotion to the following ranks in terms of the following minimum criteria.

13.1.1.1 TO ASSISTANT PROFESSOR. For promotion to the rank of assistant professor, the minimum requirements are a graduate degree in library science from an American Library Association-accredited institution (or appropriate graduate degree as defined by the position) and a second graduate degree; three years of professional experience at Lamar University; demonstrated competence in job performance in accordance with the Criteria for Tenure and Promotion (below); evidence of professional development; and contributions in at least one of the following areas:

- 1) scholarly and creative activities,
- 2) professional service, and/or
- 3) library and university service.

13.1.1.2 TO ASSOCIATE PROFESSOR (AND TIED WITH TENURE). For promotion to the rank of associate professor, the minimum requirements are a graduate degree in library science from an American Library Association-accredited institution (or appropriate graduate degree as defined by the position) and a second graduate degree; six years of professional experience at Lamar University (including credit for prior service granted at time of initial hire); four years at the assistant professor rank; demonstrated proficiency in job performance in accordance with the Criteria for Tenure and Promotion (below); significant involvement in at least two of the following areas of professional enrichment and productive participation in the other two areas:

- 1) professional development,
- 2) scholarly and creative activities,
- 3) professional service, and/or
- 4) library and university service.

In the fall of the sixth year of full-time service (counting credit for prior service), a faculty member at the rank of assistant professor (and entering Lamar employment after fall 2012) must be considered and recommended for both tenure and promotion to the rank of associate professor. The personnel committee at each level will vote on the combined action.

13.1.1.3 TO PROFESSOR. For promotion to the rank of professor, the minimum requirements are a graduate degree in library science from an American Library Association-accredited institution (or appropriate graduate degree as defined by the position) and a second graduate degree; twelve years of professional library experience (including credit for prior service granted at time of initial hire) including six years at the associate professor rank at Lamar University; demonstrated superiority in job performance in accordance with the Criteria for Tenure and Promotion (see below); demonstrated performance as a leader; significant involvement in and contributions to the

following areas:

- 1) professional development,
- 2) scholarly and creative activities,
- 3) professional service, and
- 4) library and university service.

13.1.2 EXPLANATION OF TERMS. Previous work experience shall be considered in four categories:

- 1) professional library experience,
- 2) pre-professional library experience,
- 3) non-library professional experience, and
- 4) part-time experience.

The library's personnel committee shall judge the equivalence of previous work experience. In normal circumstances, a maximum of two years credit toward promotion shall be awarded for all work experience outside of Lamar University.

13.1.2.1 COMMUNITY SERVICE. This term shall refer to activities that support and advance the mission of the Library and the University by involvement in community organizations and activities.

13.1.2.2 CREATIVE ACHIEVEMENTS AND ACTIVITIES. This category shall refer to creative contributions including participation in non-funded research and scholarship/creating activity, work toward or completion of an additional relevant advanced degree, creative editing or videography of programs, and the design, creation and editing of library and other professional web pages and in-house publications. The promotion committee shall evaluate activities for quality, quantity, and professional significance.

13.1.2.3 JOB PERFORMANCE. This factor shall be considered the most important criterion for promotion. An examination of job performance shall include all areas of the daily workload as well as special aspects, and shall carefully consider and evaluate the managerial and supervisory functions performed by librarians.

13.1.2.4 LIBRARY AND UNIVERSITY SERVICE. This term shall refer to service on standing and ad hoc committees of the library and university, as well as participation in other special projects of a service nature.

13.1.2.5 NON-LIBRARY PROFESSIONAL EXPERIENCE. This term shall refer to experience received in positions deemed to be professional in nature outside the environment of a library. This experience may be credited up to a maximum of one-half of the time involved, depending on the relevance.

13.1.2.6 PART-TIME EXPERIENCE. Relevant part-time experience may be credited on a pro-rata basis for any of the experience categories listed above.

13.1.2.7 PRE-PROFESSIONAL LIBRARY EXPERIENCE. This term shall refer to experience in a library position that did not involve professional rank. For credit, the experience should be pertinent to the librarian's past or present professional position. This experience may be credited up to a maximum of one-half of the time involved, depending on the relevance.

13.1.2.8 PROFESSIONAL DEVELOPMENT. This term shall refer to activities undertaken by librarians to learn new skills, gain job-related knowledge, and generally broaden their professional expertise. Types of professional development shall include work on an additional degree, workshop attendance or presentations, and conference attendance or presentations. The librarian's professional development should lead to benefits for the library and/or the university.

13.1.2.9 PROFESSIONAL LIBRARY EXPERIENCE. This term shall refer to full-time experience in a professional position after earning the master's degree in library science. The candidate may receive one year of credit for each year of experience.

13.1.2.10 PROFESSIONAL SERVICE. This term shall refer to affiliation with, and involvement in, professional organizations, as well as the provision of service as a consultant, speaker, or teacher. The promotion committee shall place greater emphasis on the quality of the service than the quantity.

13.1.2.11 SCHOLARLY ACTIVITIES. This term shall refer specifically to the authorship of professional publications, editorship of professional publications, authorship and presentation of professional papers, and presentation of research. Again, the promotion committee should place greater emphasis on the quality of the accomplishments than the quantity.

13.2 INFORMATION TO BE INCLUDED WITH TENURE AND PROMOTION APPLICATIONS

13.2.1 COMPETENCE AS A LIBRARY FACULTY MEMBER. Library faculty, according to their specific assignments, contribute to the mission of the University through various types of activities. Each librarian must demonstrate competence and evidence of developing excellence in his/her primary area(s) of responsibility. It is expected that all Library faculty will stay abreast of new trends in the field by reviewing current literature and research, by taking relevant coursework, by being a member of relevant professional organizations, and/or by attending professional or scholarly seminars, workshops, or meetings. The Library faculty will also work to maintain cooperative relations with other library faculty and staff and demonstrate sensitivity to the needs of Library users. The following are criteria that may be considered for each area of responsibility:

13.2.1.1 ACCESS SERVICES.

13.2.1.1.1 Demonstrates in-depth knowledge of circulation, reserves, and interlibrary loan policies and procedures, document delivery services, and the physical management of library materials.

13.2.1.1.2 Maintains a positive response to changing user needs and emerging technologies in circulation, reserves, and interlibrary loan.

13.2.1.1.3 Demonstrates good judgment and competence in selecting and recommending media materials, computer software, and equipment for purchase in support of short-term and long-term goals.

13.2.1.1.4 Demonstrates comprehensive knowledge of the media collection, particularly in appropriate academic subject areas.

13.2.1.1.5 Demonstrates competence and good judgment in assisting library users locate materials.

13.2.1.1.6 Demonstrates a willingness to assist users and persist beyond conventional sources to provide desired materials.

13.2.1.1.7 Demonstrates competence in instructing users on the effective use of library materials.

13.2.1.1.8 Maintains positive working relationships with personnel in academic departments or programs in appropriate subject areas.

13.2.1.1.9 Demonstrates competence in the use of automated systems and of current developments.

13.2.1.2 ACQUISITION OF LIBRARY RESOURCES.

13.2.1.2.1 Demonstrates competence in establishing and maintaining procedures for the effective and economical acquisition of library resources.

13.2.1.2.2 Demonstrates competence in ordering, receiving and paying for library materials.

13.2.1.2.3 Successfully monitors budgetary expenditures and reports the results.

13.2.1.2.4 Demonstrates in depth knowledge of the book, serials, or media trade and other sources of library materials.

13.2.1.2.5 Demonstrates understanding of bibliographic citation techniques and descriptive cataloging.

13.2.1.2.6 Demonstrates competence in the use of automated systems and knowledge of current developments.

13.2.1.3 ADMINISTRATIVE EFFECTIVENESS. These criteria are applicable only to the following positions: Coordinators and University Archivist.

13.2.1.3.1 Represents users' interests and needs in setting library goals and objectives by the following:

- i. Periodically assesses users' needs.
- ii. Demonstrates competence in analyzing, planning and creating effective library services.

13.2.1.3.2 Provides effective leadership in the following areas:

- i. Formation and achievement of library goals and objectives
- ii. Formation and execution of library policies and procedures
- iii. Coordination and management of unit resources
- iv. Development of new procedures, operations and/or services
- v. Representation of the Library to the university administration and the public.

13.2.1.3.3 Demonstrates effectiveness in communication and interpersonal relations by the following:

- i. Communicates effectively with library and university personnel.
- ii. Demonstrates a commitment to the dissemination of information within the university community.

13.2.1.3.4 Demonstrates competence in personnel administration by the following:

- i. Provides a congenial working environment for colleagues and staff.
- ii. Supports and encourages collegial participation.
- iii. Effectively promotes the image of librarians within the university community.
- iv. Provides opportunities for professional growth and staff development.
- v. Motivates staff to perform effectively and efficiently.
- vi. Impartially evaluates the achievements and performance of library personnel according to established criteria.

13.2.1.3.5 Demonstrates good judgment in the preparation of budget requests and justifications for unit resources by the following:

- i. Solicits extramural funding for special library and university projects.
- ii. Successfully monitors budgetary expenditures and reports the results.

13.2.1.4 ARCHIVES AND SPECIAL COLLECTIONS.

13.2.1.4.1 Demonstrates competence in establishing and maintaining archival and special collections in both print and digital formats and comprehensive knowledge of trends in the field.

13.2.1.4.2 Demonstrates competence in providing reference assistance using archival and special collections as needed by providing access, interpreting and creating finding aids, giving instructions on the proper handling of materials and providing knowledge of the records relevant to the individual researcher's needs.

13.2.1.4.3 Demonstrates and maintains knowledge of current archival and special collections trends and procedures which includes digitizing technologies and familiarity with best practices for digitization, metadata, and archival storage.

13.2.1.4.4 Demonstrates ability to establish and maintain civil, respectful, honest, effective working relationships with university, staff, faculty, students, and visiting researchers.

13.2.1.4.5 Ability to apply knowledge of electronic and traditional library resources to appropriate university archives and unique special collections.

13.2.1.4.6 Demonstrates competence in soliciting and acquiring appropriate materials for both archives and special collections.

13.2.1.4.7 Demonstrates competence in overseeing the records management

program.

13.2.1.5 AUTOMATED SYSTEMS ACTIVITIES.

13.2.1.5.1 Demonstrates competence in the use, evaluation and/or development of automated systems that support the principal activities and services of the Library, including mainframe as well as microcomputer and cloud based applications.

13.2.1.5.2 Demonstrates understanding of existing system capabilities as well as general knowledge of current developments in library automation.

13.2.1.5.3 Designs effective and efficient means of evaluating library systems and provides appropriate analysis of such evaluation.

13.2.1.5.4 Demonstrates effectiveness in undertaking needs analysis, preparing specifications and assisting in the design, testing, and implementation of enhancements to the Library's automated systems within given economic limitations.

13.2.1.5.5 Effectively communicates knowledge of library automated systems activity to staff in the Library and to other appropriate departments and individuals within the University.

13.2.1.5.6 Maintains positive working relationships with Information Systems personnel as well as with staff in other library units.

13.2.1.5.7 Coordinates and participates in the instruction of library staff or library users in automated systems activities and procedures.

13.2.1.6 BIBLIOGRAPHIC ORGANIZATION AND CONTROL.

13.2.1.6.1 Demonstrates competence in establishing and maintaining bibliographic systems that facilitate the organization and control of library resources.

13.2.1.6.2 Demonstrates comprehensive knowledge and application of currently accepted cataloging rules for library materials.

13.2.1.6.3 Demonstrates comprehensive knowledge and application of classification schedules for library materials.

13.2.1.6.4 Demonstrates comprehensive knowledge and application of subject headings for library materials.

13.2.1.6.5 Demonstrates competence in the use of automated library systems and knowledge of current developments.

13.2.1.6.6 Demonstrates competence in the application of authority control.

13.2.1.6.7 Demonstrates competence in the maintenance of bibliographic records.

13.2.1.7 CLASSROOM INSTRUCTION.

13.2.1.7.1 Demonstrates competence in conducting a for-credit course in a face-to-face, hybrid, or online setting.

13.2.1.7.2 Demonstrates competence in the preparation and delivery of course resources and materials.

13.2.1.7.3 Demonstrates knowledge of subject matter taught.

13.2.1.7.4 Develops syllabi and other instructional materials relevant to the course being taught.

13.2.1.7.5 Designs and produces instructional audiovisual programs that support and/or supplement the educational programs of the University

13.2.1.8 COLLECTION DEVELOPMENT.

13.2.1.8.1 Demonstrates good judgment and competence in selecting and recommending purchase of library and media materials in support of the current needs and long range goals of the Library.

13.2.1.8.2 Demonstrates competence in selecting and weeding materials, both in appropriate subject areas and for the reference collection.

13.2.1.8.3 Demonstrates knowledge of the curriculum, research, and other library related activities of the University departments represented within an individual's academic subject areas.

13.2.1.8.4 Maintains positive working relationships with personnel in academic departments or programs in appropriate subject areas.

13.2.1.8.5 Demonstrates comprehensive knowledge of the library or media collection, particularly in appropriate academic subject areas.

13.2.1.9 DIGITAL LEARNING.

13.2.1.9.1 Collaborates with librarians, distance faculty, and instructional designers to identify, implement, and promote services for both on-campus and off-campus learners.

13.2.1.9.2 Provides outreach to faculty about library services that are available for distance education settings.

13.2.1.9.3 Works with Center for Distance Education to integrate library resources into course management software.

13.2.1.9.4 Participates in creating teaching materials such as online tutorials, videos and online research guides.

13.2.1.9.5 Investigates, monitors, and evaluates appropriate communication

technologies that can enhance the distance library experience of students.

13.2.1.9.6 Stays current in developments in trends in the delivery of library services to distance education students.

13.2.1.9.7 Evaluates services provided to distance education students and recommend future directions to the library administration.

13.2.1.10 DIRECT REFERENCE SERVICES.

13.2.1.10.1 Demonstrates competence and good judgment in assisting library users to locate information.

13.2.1.10.2 Correctly discerns and interprets user requests and questions.

13.2.1.10.3 Demonstrates competence in using reference materials and other resources.

13.2.1.10.4 Demonstrates a willingness to assist users and to persist beyond conventional sources to provide desired information.

13.2.1.10.5 Demonstrates understanding of acquisitions, bibliographic organization and control.

13.2.1.10.6 Effectively communicates knowledge of library organization, policy and goals to users and academic departments.

13.2.1.10.7 Maintains positive working relationships with personnel in academic departments or programs.

13.2.1.10.8 Demonstrates expertise in appropriate academic subject areas.

13.2.1.10.9 Demonstrates ability to answer reference requests using a variety of communication tools (phone, IM, email, etc.).

13.2.1.11 INSTRUCTION IN LIBRARY USE.

13.2.1.11.1 Demonstrates competence in instructing users on the effective use of library resources.

13.2.1.11.2 Instructs users on accessing all collections within the Gray Library and relevant external collections.

13.2.1.11.3 Effectively communicates knowledge of applicable resources within appropriate academic subject areas during instructional sessions.

13.2.1.11.4 Demonstrates competence in the presentation of instructional sessions to the individuals and groups served by the Library.

13.2.1.11.5 Demonstrates knowledge of research strategies and the teaching of research skills.

13.2.1.11.6 Develops effective instructional materials relevant to the needs of the individuals and groups served.

13.2.1.11.7 Uses knowledge of representative literature and current trends in the subject areas during instructional sessions.

13.2.1.11.8 Demonstrates ability to use a variety of technology tools in instruction (i.e., computer, projector, smartboard, clickers, etc.)

13.2.1.12 INSTRUCTIONAL DESIGN.

13.2.1.12.1 Demonstrates ability to apply instructional technology appropriately into the teaching and learning process. The Instructional Design Librarian is fully engaged with library faculty and students providing relevant instruction, outreach and support for scholarship.

13.2.1.12.2 Designs and develops digital learning objects and online instructional resources to support the university's information literacy and technological competencies learning goal.

13.2.1.12.3 Actively identifies possible points for technology integration into Research Services programs and work.

13.2.1.12.4 As appropriate, both leads and participates in key projects and strategic initiatives related to library instruction, outreach and student support.

13.2.1.12.5 Teaches information literacy skills in the classroom, using current learning, teaching and information literacy theory and appropriate instructional technology.

13.2.1.12.6 Maintains a deep knowledge of current and emerging trends, issues, and best practices in academic library outreach, instructional technology, instruction, information literacy, and information access and actively identifies relevant initiatives for local implementation.

13.2.1.12.7 Assists library faculty and staff in the design of online materials and learning objects.

13.2.1.13 MANAGEMENT EFFECTIVENESS. These criteria are applicable only to the following positions: Coordinators and University Archivist.

13.2.1.13.1 Demonstrates good judgment and competence in directing and guiding library employees.

13.2.1.13.2 Establishes and achieves unit goals and objectives.

13.2.1.13.3 Effectively plans and coordinates unit resources within budgetary constraints.

13.2.1.13.4 Communicates effectively with unit employees and personnel in other library units.

13.2.1.13.5 Competently monitors and directs the performance of unit employees.

13.2.1.13.6 Impartially evaluates the performance of unit employees.

13.2.1.13.7 Recommends the selection of competent, well-qualified unit employees.

13.2.1.13.8 Maintains constructive working environment for unit employees.

13.2.1.13.9 Delegates authority when appropriate or necessary.

13.2.2 SCHOLARLY PRODUCTION AND/OR RESEARCH/CREATIVE ACTIVITY. A librarian must demonstrate continuing growth in a specific area of librarianship. Professional growth should be documented by evidence of activities that further such development. Since talents and inclinations, demands of positions, and opportunities vary, the individual librarian must decide how to contribute to the profession and in which direction to grow. Such professional pursuits should be considered with the librarian's supervisor and mentor in order that the needs of the Library and the University, as well as those of the individual, are met. Research/scholarly/creative contributions will be evaluated for quality, quantity, and professional significance. Professional service efforts may be at the local, state, regional, national, or international level. Each activity will be evaluated on a qualitative and quantitative basis. It is assumed that librarians will be a member of at least one professional or scholarly organization. Evidence of the quality of research/creative activity shall be evaluated in the following priority order:

13.2.2.1 Publication of a monograph.

13.2.2.2 Publication of articles in refereed journals and serials.

13.2.2.3 Development and/or production of non-print media.

13.2.2.4 Publication of articles in non-refereed journals and serials.

13.2.2.5 Contribution of a chapter or an article in a monograph.

13.2.2.6 Publication of substantial bibliographies, indexes, guidebooks, manuals, special catalogs, records in national online databases, etc. (excluding those published in-house).

13.2.2.7 Indexing any substantial published work.

13.2.2.8 Editing or compiling any substantial published work.

13.2.2.9 Demonstration of ability to procure funding, grants, or donor gifts.

13.2.2.10 Presentations at national or international meetings, conferences, or workshops.

13.2.2.11 Participation as moderator or panelist at national or international meetings, conferences, or workshops.

13.2.2.12 Editing or contributing to an ongoing column in a serial publication.

- 13.2.2.13 Service on editorial boards of scholarly peer reviewed publications.
- 13.2.2.14 Presentations at state or regional meetings, conferences, or workshops.
- 13.2.2.15 Participation as moderator or panelist at state or regional meetings, conferences, or workshops.
- 13.2.2.16 Design, creation and editing of digital media (excluding web pages).
- 13.2.2.17 Design, creation and editing of library or other professional web pages.
- 13.2.2.18 Presentations of creative exhibits or poster sessions at meetings, conferences, or workshops.
- 13.2.2.19 Participation as moderator or panelist at local meetings, conferences, or workshops.
- 13.2.2.20 Contributing entries in a published reference work.
- 13.2.2.21 Publication of reviews or abstracts.
- 13.2.2.22 Editing or contributing to newsletters, gray literature, etc. (excluding in-house publications).
- 13.2.2.23 Participation in research and scholarly/creative activity outside the library.
- 13.2.2.24 Work toward or completion of an additional relevant advanced degree.
- 13.2.2.25 Presentations at Library or University colloquia.
- 13.2.2.26 Preparation of exhibits or programs within the University.
- 13.2.2.27 Presentation of informational public lectures, addresses, seminars, etc.
- 13.2.2.28 Direction/leadership of seminars, workshops, etc., outside of classroom activities.
- 13.2.2.29 Organize or coordinate professional meetings, conferences, or workshops.
- 13.2.2.30 Evidence of participation in professional development activities.
- 13.2.2.31 Attendance at professional meetings, workshops, seminars, short courses.
- 13.2.2.32 Editing or contributing to in-house publications.

13.2.3 PROFESSIONAL ACHIEVEMENT.

- 13.2.3.1 Awards and honors for University, community or civic services.
- 13.2.3.2 Service or contributions to community or civic organizations.
- 13.2.3.3 Service as a representative of the Library or the University to professional or

governmental bodies or agencies.

13.2.3.4 Participation on University or University-related committees, task forces, and/or events.

13.2.3.5 Participation on Library or Library related committees or task forces.

13.2.3.6 Service on committees, task forces and/or leadership roles in professional organizations.

13.2.3.7 Consulting or advisory service outside the University.

13.2.3.8 Professional recognitions and outstanding achievements (awards, honor societies, etc.).

13.2.4 LIBRARY AND UNIVERSITY AFFAIRS.

13.2.4.1 Presentations or seminars to, or consultations with, faculty and student groups within the University relating to professional matters.

13.2.5 STUDENT RELATIONSHIPS.

13.2.5.1 Service as an advisor to student groups recognized by the University.

13.2.6 DEMONSTRATED PERFORMANCE AS A LEADER.

13.2.6.1 Participation in University governance (Faculty Senate officer or Senator, University committee chair, etc.).