



## **Post-Tenured Faculty Evaluation Mary & John Gray Library**

### **I. CATEGORIES FOR EVALUATION**

- A. Categories of performance considered for post tenure evaluation of tenured library faculty shall be librarianship, research & scholarship, and service. Performance within these three categories may be demonstrated through a variety of activities including but not limited to, those listed below. Other activities not listed below can be considered with explanation and documentation from library faculty members.
- B. Assessment of the category of Librarianship will be based on tenured library faculty members' annual evaluations (e.g., F.208) and evidence of completing learning activities as described below.
  - 1. Learning activities may be either Sustained Activities or Single Activities
  - 2. Most Sustained Activities are counted based on their credit hours. For example, completing a 3-hour course would count for 3 activities completed that year.
  - 3. Some Sustained Activities are counted based on the number of days attended. For example, a four-day conference would count for 4 activities completed that year.
  - 4. Single Activities count for 1 activity.
  - 5. Any type of activity may be repeated (e.g., two webinars count for 2 activities).
  - 6. Sustained Activities
    - a. Academic course work
    - b. Professional certifications
    - c. Advanced degrees
    - d. Multi-day events (e.g., conferences, workshops)
  - 7. Single Activities
    - a. Webinars
    - b. Single events (e.g., workshops)
    - c. Single day events (e.g., conferences, workshops)
- C. Assessment of the categories of Research & Scholarship and Service will be based on completing activities as described below. These activities are consolidated from the Faculty and Promotion of Tenure-track and Tenured Library Faculty (MAPP 02.02.28).
  - 1. All activities are weighted equally.
  - 2. Any type of activity may be repeated (e.g., two peer reviewed journal publications count as 2 activities).
  - 3. Research & Scholarship Activities
    - a. *Publishing*
      - i. Monograph or book
      - ii. Articles in peer reviewed or referred journals / serials

- iii. Chapter in monograph or book
- iv. Articles in non-refereed journals / serials
- v. Smaller works (e.g., reviews, abstracts, short reference entries)
- vi. Designing, creating, or editing digital media or professional webpages that go beyond regularly assigned duties
- b. *Editing*
  - i. Monograph or book
  - ii. Editor or editorial board member of peer reviewed or referred journals / serials
  - iii. Editor or editorial board member of non-refereed journals / serials
  - iv. Editing or contributing to in-house (e.g., university or library) publications or reports
  - v. Peer reviewing frequently for various journals
- c. *Presenting & Moderating*
  - i. Presentations or posters at international, national, regional, or state conferences or events
  - ii. Presentations or posters at university, local, or community conferences or events
  - iii. Moderating at international, national, regional, or state conferences or events
  - iv. Moderating at university, local, or community conferences or events
- d. *Grants*
  - i. Earning grants
  - ii. Submitting grant proposals
- e. *Awards or Scholarships*
- 4. Service Activities
  - a. *Professional Associations*
    - i. Holding officer positions in international, national, regional, or state professional associations / organizations
    - ii. Serving on international, national, regional, or state committees / task forces
    - iii. Consulting, either pro bono or with remuneration, for international, national, regional, or state associations / organizations
    - iv. Membership in international, national, regional, or state professional associations / organizations
  - b. *University & Library Service*
    - i. Holding officer positions on university or library committees / task forces
    - ii. Serving on university or library committees / task forces
    - iii. Supporting student organizations (e.g., formal advisor for group, mentoring student research, attending meetings and events)
    - iv. Assisting with administrative tasks which fall outside the scope of regularly assigned duties
  - c. *Community Service*
    - i. Holding officer positions on local or community committees or task forces

- ii. Serving on local or community committees or task forces
    - iii. Consulting, either pro bono or with remuneration, for local or community organizations
    - iv. Participating in community service events
    - v. Membership in local or community organizations
  - d. *Service recognition via honors, awards, commendations, or inductions into societies*
- D. Claims of accomplishment, excellence, or distinction in any category of performance must be clearly referenced and documented. Publications and presentations must be through credible, reputable sources; predatory journals and vanity presses are not accepted. False claims shall result in disciplinary actions up to and including termination.
- a. For clarity, it is recommended library faculty utilize the template (appendix A) at the beginning of the Post Tenure Review Submission Materials to facilitate interpretation and categorization of activities during the review period.

## **II. STANDARDS OF PERFORMANCE**

- A. Librarianship: No less than an “Adequate Performance” Merit Score (e.g., 3 or higher) in Section 1 of any faculty annual review (e.g., F.208) in the reviewed period, as well as evidence of ongoing engagement in professional learning to maintain and to enhance knowledge and skills in the field (e.g., completion of webinars, CEUS, or professional certificates), with completion of a minimum of 5 learning activities per year, for a minimum total of 25 learning activities completed at the end of the reviewed period.
- B. Research & Scholarship: Sustained proficiency with demonstrated evidence of continuing efforts (e.g., submission to publications), as well as completion of at least 4 Research & Scholarship activities in the reviewed period.
- C. Service: Sustained proficiency with demonstrated evidence of continuing efforts (e.g., applications to serve on committees), as well as the completion of at least 2 Service activities in the reviewed period.

## Appendix A: Post-Tenure Activities Reporting Template

### Category 1: Librarianship (Learning Activities)

**Total Activities Completed:** \_\_\_\_\_ (25 required minimum)

Year 1 Activities Completed: \_\_\_\_\_ (5 required minimum)

Year 2 Activities Completed: \_\_\_\_\_ (5 required minimum)

Year 3 Activities Completed: \_\_\_\_\_ (5 required minimum)

Year 4 Activities Completed: \_\_\_\_\_ (5 required minimum)

Year 5 Activities Completed: \_\_\_\_\_ (5 required minimum)

#### Learning Activities Table

| Date(s) | Activity Type | Activity Description | Activity Count |
|---------|---------------|----------------------|----------------|
|         |               |                      |                |
|         |               |                      |                |
|         |               |                      |                |
|         |               |                      |                |
|         |               |                      |                |

### Category 2: Research & Scholarship

**Total Activities Completed:** \_\_\_\_\_ (4 required minimum)

Year 1 Activities Completed: \_\_\_\_\_ (no required minimum)

Year 2 Activities Completed: \_\_\_\_\_ (no required minimum)

Year 3 Activities Completed: \_\_\_\_\_ (no required minimum)

Year 4 Activities Completed: \_\_\_\_\_ (no required minimum)

Year 5 Activities Completed: \_\_\_\_\_ (no required minimum)

#### Research & Scholarship Activities Table

| Date(s) | Activity Type | Activity Description | Activity Count |
|---------|---------------|----------------------|----------------|
|         |               |                      |                |
|         |               |                      |                |
|         |               |                      |                |
|         |               |                      |                |
|         |               |                      |                |

Category 3: Service

**Total Activities Completed:** \_\_\_\_\_ (2 required minimum)

Year 1 Activities Completed: \_\_\_\_\_ (no required minimum)

Year 2 Activities Completed: \_\_\_\_\_ (no required minimum)

Year 3 Activities Completed: \_\_\_\_\_ (no required minimum)

Year 4 Activities Completed: \_\_\_\_\_ (no required minimum)

Year 5 Activities Completed: \_\_\_\_\_ (no required minimum)

**Service Activities Table**

| Date(s) | Activity Type | Activity Description | Activity Count |
|---------|---------------|----------------------|----------------|
|         |               |                      |                |
|         |               |                      |                |
|         |               |                      |                |
|         |               |                      |                |
|         |               |                      |                |