Kent Library Department
Criteria for Promotion, Tenure,
and Regular Non-Tenure Track Merit

Southeast Missouri State University

This document, along with the policies delineated in the current edition of the Southeast Missouri State University Faculty Handbook, govern Kent Library Department promotion, tenure, Post-Professorial Merit, and Regular Non-Tenure-Track (RNTT) Merit.

- Candidates must have the terminal degree defined by the *ACRL Statement on the Terminal Professional Degree for Academic Librarians* to be the master's degree from a program accredited by the American Library Association (ALA) or from a program in a country with a formal accreditation process as identified by ALA's Human Resource Development and Recruitment Office.

- Promotion to Associate Professor carries with it the awarding of Tenure (See "Background" in Chapter 2. F. of the Southeast *Faculty Handbook*).

- Criteria are based on Ernest L. Boyer's book, *Scholarship Reconsidered: Priorities of the Professoriate*. The four types of scholarship espoused by Boyer, which are discovery, integration, application/engagement, and teaching and learning, demonstrate many of the activities library faculty perform on a daily basis are scholarly in nature.

Definitions

Accomplishment: An activity judged to show meaningful or important involvement.
Significant: A set of accomplishments judged to be especially meaningful or important.
Sustained: A series of meaningful or important accomplishments over the review period, with emphasis on the most recent five years.
Category: A section (A, B, C) under each of the three areas (I, II, III).
Item: A subcategory (1, 2, 3) under each category.

Areas to be considered

I.   Librarian Effectiveness (Teaching Effectiveness)
II.   Professional Growth
III.   Service (Internal and External)

Criteria for Evaluating Library Faculty Performance
A record of effective and sustained activity is required.

I. Librarian Effectiveness (Teaching Effectiveness)

Library faculty have an obligation to develop and support professional-level information services for the University community and to assist library users, so their contributions must be judged on a variety of individual and cooperative achievements and applications related to the discipline. Librarian effectiveness is the primary factor in evaluating the library faculty member's contributions. Categories within this area include:

A. Bibliographic Control/Metadata Creation
Active and effective involvement in the creation, classification, subject analysis, and maintenance of bibliographic and holdings records for monographic, serial, and media resources. Bibliographic and holdings records contributed to international and regional databases. In-depth understanding of authority control and application of authorized name and subject headings. Conception and coding of metadata records for physical and digital library collections. Bibliographic and metadata record creation, adhering to national, regional and local standards, and established best practices. Technical knowledge of the library catalog, record content and structure, how that structure translates to the public catalog, the integrated library system, and other systems such as institutional repository and digital management systems.

B. Collections
Active and effective involvement in collection development and maintenance, policies and procedures development, and promotion accomplished through the evaluation, selection, acquisition, and de-selection necessary to support the academic programs of the University. This also includes development of access tools or use guides to library and archival materials and collection-related grants.

C. Information Literacy / Instruction
Active and effective involvement in all aspects of teaching information literacy, archival research, or other discipline-related subject areas. This includes the delivery of effective instruction in the teaching of credit or non-credit bearing stand-alone or course-integrated classes or sessions; developing and coordinating programmatic information literacy integration; developing an array of current and effective teaching materials and tools for a specific class, course, or for general use; and utilizing a range of creation tools and access platforms (print, campus learning management systems, web, multimedia, and commercial library platforms).

D. Library Services, Procedures, and Operations

Active and effective involvement in the management and/or coordination of library services and facilities through activities such as supervision, budgeting, program development and innovation, leadership (informal and formal), policy development and analysis, and creation of reports or manuals.

E. Reference / Research Assistance

Active and effective involvement in providing individualized reference and research assistance (such as face-to-face at service desks, scheduled consultation appointments, or online) including the creation of publicly accessible research assistance tools, such as subject guides and database use guides. Involvement also includes selecting and maintaining tools for reference/research service management and delivery (such as statistics keeping and analysis products or online assistance products).

F. Technology

Active and effective involvement in evaluating, selecting, developing, and/or managing technology initiatives, including hardware, software, and web applications, in support of the Library's services and mission.

II. Professional Growth

Achievements in this area should make contributions to the expansion of knowledge and indicate the candidate's continuing professional vitality. Many of the library faculty's accomplishments in this area will be the result of practical application of the principles of librarianship.

A. Scholarly Activity

1. Peer-reviewed journal article.
2. Peer-reviewed scholarly book or monograph.
3. Textbook.
4. Chapter in scholarly book, article contributed to scholarly compilation, or similar work.
5. Peer-reviewed online or scholarly print projects or publications, including papers, poster sessions, and presentations at professional meetings.
6. Peer-reviewed media or visual presentations and publications, including websites and multimedia publications.
7. Design and assembly of significant aesthetic and educational displays and exhibits with accompanying display and/or exhibit guides and/or catalogs.
8. Design and creation of special tools, network infrastructure, or systems.
9. Published/publicly available research papers, exhibit catalogs, journal article reviews, book reviews, or similar works.
10. Scholarly or creative work in progress.
11. Other evidence of scholarly activity.

It is the candidate's responsibility to document the quality of the publication, publisher, and/or organization and to provide evidence of the peer-reviewed nature and impact of all works that the candidate designates as peer-reviewed. Journal articles in A.1 minimally require blind peer review.

B. Professional Development

1. Editorship or acknowledged contribution of editorial services for professional journals, series, or compilations.
2. Active participation in professional or scholarly organizations, including committee assignments and holding office.
3. Grants awarded (other than for collection development purposes). Grants can be for either internal (University) or external funding.
4. Research support awarded.
5. Ongoing pattern of attendance at conferences, workshops, seminars, and webinars are examples of maintaining currency in librarianship.
6. Continued education in formal programs, such as for-credit courses or institutes.
7. Ongoing pattern of membership in appropriate professional organizations at national, state, or regional levels related to librarianship.
8. Recognition by professional or honorary societies.
9. Other evidence of professional development.

III. Service

Library faculty members are expected to make professional contributions through service to the campus (Kent Library Department, Kent Library, University), the profession, and the community at large. Service includes such varied activities as:

A. Campus

1. Membership and active service on Department or Library committees.
2. Membership and active service on University or Senate committees.
3. Chair of a Department, Library, University, or Senate committee.
4. Work on faculty or institutional projects.
5. Service on doctoral, master's, or honors thesis committees.
6. Activities that contribute to the University academic culture, such as presentation to a faculty group.
7. Service to other departments on campus, such as liaison work.
8. Participation in University recruitment activities.
9. Contributions to on-campus student groups.
10. Other evidence of service to the campus.

B. Community

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1. Contributions to off-campus groups and organizations.
2. Professional service to area/regional schools.
3. Professional contributions to civic groups and community culture.
4. Other evidence of service to the community.

C. Profession

1. Planning and/or conducting conferences, institutes, or workshops on the local, state, regional, or national levels.
2. Reviewer of submitted proposals for poster sessions, papers, and/or presentations for a professional organization.
3. Discussant or chairperson of a session during professional conferences or meetings.
4. Providing professional consulting.
5. Other evidence of service to the profession.

Requirements for Promotion, Tenure, and RNTT Merit

Performance Levels
Unacceptable
Good
Superior
Outstanding

Performance Level by Rank
Instructor/RNTT Merit: A rating of Superior in Librarian Effectiveness and a rating of Good in Service.

Assistant Professor: A rating of Good in all three areas.

Associate Professor and Tenure: A rating of Superior in Librarian Effectiveness and Professional Growth and a rating of Good in Service.

Professor: A rating of Outstanding in Librarian Effectiveness and a rating of Superior in both Professional Growth and Service.

Post-Professorial Merit #1 (initial award): A rating of Outstanding in Librarian Effectiveness and a rating of Superior in the other two areas (same as Professor).

Post-Professorial Merit #2 (subsequent awards): Candidate chooses between options as described in Chapter 2. F. "Tenure and Promotion Criteria" in the most recent *Faculty Handbook.*

Performance Levels for Librarian Effectiveness (Teaching Effectiveness)
Unacceptable: Insufficient evidence of accomplishments in librarian effectiveness.

Good: Well-documented record of sustained and effective accomplishments in at least one category of librarian effectiveness.

Superior: Well-documented record of sustained and effective accomplishments in one category and sustained and significant effective accomplishments in at least one other category of librarian effectiveness.

Outstanding: Well-documented record of sustained and significant effective accomplishments in two categories of librarian effectiveness and sustained and effective accomplishments in at least one other category of librarian effectiveness.

Performance Levels for Professional Growth (Not required of RNTT faculty)
Unacceptable: Insufficient evidence of sustained intellectual and professional contributions, lack of peer-reviewed accomplishments, and/or ongoing intellectual inquiry and lack of professional growth activities.

Good: Well-documented record of sustained achievement evidenced by at least two peer-reviewed accomplishments from Category A, of which one is from A.1 or A.2, one accomplishment from Category B, and an ongoing research/scholarly agenda.

Superior: Well-documented record of sustained and significant achievement evidenced by at least three accomplishments from Category A, of which two are peer-reviewed accomplishment from A.1 or A.2, two accomplishments from Category B (each accomplishment must be from a different numbered item), and an ongoing research/scholarly agenda.

Outstanding: Well-documented record of sustained and significant achievement evidenced by at least four accomplishments from Category A, of which two are peer-reviewed accomplishments from A.1 or A.2, four accomplishments from Category B (at least three accomplishments must be from a different numbered item), and an ongoing research/scholarly agenda.

Performance Levels for Service
Unacceptable: Insufficient evidence of sustained service.

Good: Well-documented sustained record evidenced by two significant accomplishments representing at least two different service categories and involvement in two additional items.

Superior: Well-documented sustained record evidenced by three significant accomplishments representing at least two different service categories and involvement in two additional items.

Outstanding: Well-documented sustained record evidenced by at least four significant accomplishments representing at least two different service categories and involvement in three additional items.

Criteria Review: Regular review of this document's content by Library Faculty

At the first Library Faculty meeting of each fall semester, the contents of the *Kent Library Department Criteria for Promotion, Tenure, and Regular Non-Tenure Track Merit* document and related calendars and checklists will be reviewed for the purpose of identifying needed revisions. If content is in need of revision a plan and timeline will be established to execute the revision work.

Appendix
Dossier Organization Guidelines

The items listed below in conjunction with information referenced in Chapter 2. F. of the most recent *Faculty Handbook* comprise the content of a candidate's dossier.

1. Summary Form (available in Chapter 2. F. of the most recent *Faculty Handbook*)
2. Detailed Table of Contents
3. Record of Service with specific references to supporting material
4. Professional Curriculum Vita
5. Minimum of three (3) letters of support from professional colleagues addressing the three (3) areas of Librarian Effectiveness, Professional Growth, and Service
6. Peer (Kent Library Department or University or beyond University) and Department chair evaluative and observation reports
7. Supporting material, referenced in the Record of Service, documenting performance

Record of Service format

I. Librarian Effectiveness (Teaching Effectiveness)

A. **Bibliographic Control / Metadata Creation**
B. **Collections**
C. **Information Literacy / Instruction**
D. **Library Services, Procedures, and Operations**
E. **Reference / Research Assistance**
F. **Technology**

II. Professional Growth (Not required of RNTT faculty)

A. **Scholarly Activity**
   1. Peer-reviewed journal article.
   2. Peer-reviewed scholarly book or monograph.
   3. Textbook.
   4. Chapter in scholarly book, article contributed to scholarly compilation, or similar work.
   5. Peer-reviewed online or scholarly print projects or publications, including papers, poster sessions, and presentations at professional meetings.
   6. Peer-reviewed media or visual presentations and publications, including websites and multimedia publications.
   7. Design and assembly of significant aesthetic and educational displays and exhibits with accompanying display and/or exhibit guides and/or catalogs.
   8. Design and creation of special tools, network infrastructure, or systems.

9. Published/ publicly available research papers, exhibit catalogs, journal article reviews, book reviews, or similar works.
10. Scholarly or creative work in progress.
11. Other evidence of scholarly activity.

B. Professional Development
1. Editorship or acknowledged contribution of editorial services for professional journals, series, or compilations.
2. Active participation in professional or scholarly organizations, including committee assignments and holding office.
3. Grants awarded (other than for collection development purposes). Grants can be for either internal (University) or external funding.
4. Research support awarded.
5. Ongoing pattern of attendance at conferences, workshops, seminars, and webinars are examples of maintaining currency in librarianship.
6. Continued education in formal programs, such as for-credit courses or institutes.
7. Ongoing pattern of membership in appropriate professional organizations at national, state, or regional levels related to librarianship.
8. Recognitions by professional or honorary societies.
9. Other evidence of professional development.

III. Service

A. Campus
1. Membership and active service on Department or Library committees.
2. Membership and active service on University or Senate committees.
3. Chair of a Department, Library, University, or Senate committee.
4. Work on faculty or institutional projects.
5. Service on doctoral, master's, or honors thesis committees.
6. Activities that contribute to the University academic culture, such as presentation to a faculty group.
7. Service to other departments on campus, such as liaison work.
8. Participation in University recruitment activities.
9. Contributions to on-campus student groups.
10. Other evidence of service to the campus.

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1. Contributions to off-campus groups and organizations.
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