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Kent Library Department Criteria for Promotion and Tenure
Southeast Missouri State University

This document, along with the policies delineated in the current edition of the *Faculty Handbook of Southeast Missouri State University,* govern Kent Library Department promotion, tenure, and post-professorial merit.

- Candidates must have a terminal degree which is defined by the Association of College and Research Libraries 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 Section F of the *Faculty Handbook*).

Definitions
Accomplishment: An activity judged to show meaningful or important involvement.

Category: A section (A, B, C) under each of the three areas (I, II, III).

Item: A subcategory (1, 2, 3) under each category.

Significant: A set of accomplishments judged to be especially meaningful or important.

S*ustained:* A series of meaningful or important accomplishments over the review period, with emphasis on the most recent five years.

Criteria Review
At the first Library Faculty meeting each fall semester, the contents of the *Kent Library Department Criteria for Promotion and Tenure* 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.

Requirements for Promotion, Tenure, and Post-Professorial Merit

Areas to be considered
I.   Librarian Effectiveness (Teaching Effectiveness)
II. Professional Growth
III. Service

Performance Levels
Outstanding
Superior
Good
Unacceptable

Minimum Required Performance Levels for Promotion and Merit
Assistant Professor: A rating of Good in all three areas.

Associate Professor and Tenure: A rating of Superior in Librarian Effectiveness and one other area and a rating of Good in the remaining area.

Professor: A rating of Outstanding in Librarian Effectiveness or Professional Growth and a rating of Superior in the remaining two areas.

Post-Professorial Merit*: A rating of Outstanding in Librarian Effectiveness or Professional Growth and a rating of Superior in the remaining two areas.

*For awards of post-professorial merit after the initial award, a faculty member may negotiate an exception to the criteria that allows for a more specialized focus while ensuring comparable rigor in expectations. See the *Faculty Handbook* Chapter 2 Section F2 "Tenure and Promotion Criteria" for more information.

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
1. Active and effective involvement in the creation, classification, subject analysis, and maintenance of bibliographic and holdings records for monographic, serial, and media resources.
2. Bibliographic and holdings records contributed to international and regional databases.
3. In-depth understanding of authority control and application of authorized name and subject headings.
4. Conception and coding of metadata records for physical and digital library collections.

5. Bibliographic and metadata record creation, adhering to national, regional and local standards, and established best practices.
6. Technical knowledge of the library catalog, record content and structure, how that structure translates to the public catalog, the library management system, and other systems such as institutional repository and digital management systems.
7. Other evidence of bibliography control and metadata creation.

B. Collections
1. Active and effective involvement in collection development and maintenance.
2. Development of policies and procedures.
3. Evaluation, selection, acquisition, and de-selection of resources to support the academic programs of the University.
4. Development of access tools or use guides to library and archival materials.
5. Award of collection-related grants.
6. Other evidence of collections.

C. Information Literacy / Instruction
1. Delivery of effective instruction in the teaching of course-integrated classes or sessions.
2. Delivery of effective instruction in the teaching of stand-alone workshops or sessions.
3. Teaching credit-bearing courses.
4. Development and coordination of programmatic information literacy integration or policies.
5. Utilization of a range of creation tools and access platforms in the development of effective teaching materials and tools for a specific class, course, or general use.
6. Other evidence of information literacy and instruction.

D. Library Services, Procedures, and Operations
1. Active and effective involvement in the management and coordination of library services and facilities through activities such as supervision, budgeting, program development, and innovation.
2. Policy development and analysis.
3. Creation of reports or manuals for public, University, or library use or access.
4. Other evidence of library services, procedures, and operations.

E. Reference / Research Assistance
1. Active and effective involvement in providing individualized reference and research assistance (such as face-to-face at service desks, scheduled consultation appointments, or online).
2. Creation of publicly accessible research assistance tools, such as subject guides and database use guides.

3. Select, maintain, and assess tools for reference and research service management and delivery.
4. Other evidence of reference and research assistance.

F. Applied Technology
1. Active and effective involvement in evaluating, selecting, and managing technology initiatives, including hardware, software, and web applications, in support of the Library's services and mission.
2. Developing new library technology including hardware, software, and web applications.
3. Other evidence of applied technology.

G. Outreach and engagement
1. Active involvement as a liaison librarian to University academic departments, or other constituencies such as University offices, University programs, and student organizations.
2. Presenting for community groups, local schools, or public libraries.
3. Networking with or building connections to outside people or groups on behalf of the library or a unit, such as potential donors or speakers.
4. Meeting with donors, either for materials relevant to library collections or for funding.
5. Membership on a local non-profit, library-related, government, or historical board.
6. Present at the Kent Library Athenaeum.
7. Development or installation of exhibits, either internal or external to the library.
8. Providing professional library consultation to external community groups.
9. Lead a university or community book club.
10. Provide free electronic reproductions of historic family documents to patrons.
11. Mentoring a student who ends up presenting research formally at a conference or other venues.
12. Unit or library public relations activities, such as giving interviews, writing a blog post, or posting to unit or library social media.
13. Providing tours of Kent Library.
14. Other evidence of outreach and engagement.

H. Other
The information presented in the three categories above (A – G) is not meant to be an exhaustive or all-inclusive list of the types of evidence a faculty member may provide for librarian effectiveness. Evidence that does not fit in the above categories should go here.

Performance Levels for Librarian Effectiveness (Teaching 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.

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.

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

Unacceptable: Insufficient evidence of accomplishments in librarian effectiveness.

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. Major Scholarly Activity
1.   Peer-reviewed journal article.
2.   Peer-reviewed scholarly book or monograph.
3.   Chapter in a peer-reviewed scholarly book, article contributed to a peer-reviewed scholarly compilation, or similar work.

The candidate is encouraged to document the quality of the publication, publisher, or organization and to provide evidence of the peer-reviewed nature and impact of all works that the candidate designates as peer-reviewed. Examples of evidence for journal quality and impact might include:

- Information about peer reviewed/refereed status and journal selectivity from a journal information source.
- Information from the editorial policy or instructions for authors section of a specific journal regarding the review process.
- Inclusion of metrics of scholarly impact.
- Evidence of citation of article by subsequent works.

B. Other Scholarly Activity
1.   Textbook.
2.   Accepted or invited papers, poster sessions, presentations, and workshops at professional meetings.
3.   Professional or trade publications.
4.   Accepted or invited media or visual presentations and publications, including websites and multimedia publications.

5. Design and assembly of significant aesthetic or educational exhibits, exhibit guides or catalogs.
6. Design and creation of special tools, network infrastructure, or systems.
7. Published/publicly available research papers, exhibit catalogs, journal article reviews, book reviews, or similar works.
8. External grants or funding awarded.
9. Internal (University) grants awarded.
10. Research support awarded.
11. Documented progress in unpublished scholarly or creative work.
12. Other evidence of scholarly activity.

C. Professional Development
1. Achievement of formal certifications, such as those from the CITI Program.
2. Ongoing pattern of attendance at conferences and workshops to maintain currency in librarianship.
3. Ongoing pattern of attendance at seminars, webinars, and presentations to maintain currency in librarianship.
4. Continued education in formal programs, such as for-credit or continuing education credit courses or institutes.
5. Ongoing pattern of attendance at on-campus training institutes, courses, workshops, and events, such as those offered by the Center for Scholarship in Teaching and Learning.
6. Ongoing pattern of membership in appropriate professional organizations at national, state, or regional levels related to librarianship.
7. Other evidence of professional development.

Performance Levels for Professional Growth
Outstanding: Well-documented record of sustained and significant achievement evidenced by at least four accomplishments from Categories A and B (two must be from Category A), four accomplishments from Category C (at least three accomplishments must be from a different numbered item), and an ongoing research/scholarly agenda.

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

Good: Well-documented record of sustained achievement evidenced by at least two accomplishment from Categories A and B (one must be from Category A), one accomplishment from Category C, and an ongoing research/scholarly agenda.

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Unacceptable: Insufficient evidence of sustained intellectual and professional contributions, lack of peer-reviewed accomplishments, or ongoing intellectual inquiry and lack of professional growth activities.

III. Service

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

A. Campus
1. Membership and active service on Library committees.
2. Membership and active service on University or Faculty Senate committees.
3. Chair of a Library, University, or Senate committee.
4. Work on faculty or institutional projects.
5. Service on 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.
8. Participation in University recruitment activities.
9. Contributions to on-campus student groups.
10. Other evidence of service to the campus.

B. Community
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. Service to alumni.
5. Provide area/regional media with professional expertise or commentary.
6. Other evidence of service to the community.

C. Profession
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. Planning and conducting conferences, institutes, or workshops on the local, state, regional, or national levels.
4. Reviewer of submitted proposals for poster sessions, papers, and presentations for a professional organization.
5. Discussant or chairperson of a session during professional conferences or meetings.

6.   Providing professional consulting.
7.   Other evidence of service to the profession.

Performance Levels for Service

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.

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

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

Unacceptable: Insufficient evidence of sustained service.

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Appendix

Dossier Organization Guidelines

The items listed below in conjunction with information referenced in Chapter 2 Section F10 of the most recent *Faculty Handbook* comprise the content of a candidate's dossier.

1. Summary Form (available in Chapter 2 Section F12 of the most recent *Faculty Handbook*).
2. Detailed Table of Contents.
3. Record of Service, formatted in line with the order of the criteria, with specific references to supporting material.
4. Professional Curriculum Vitae.
5. Letters of support from professional colleagues addressing the three (3) areas of Librarian Effectiveness, Professional Growth, and Service.
6. Peer (Kent Library, University, or beyond University) and Department chairperson evaluative and observation reports.
7. Supporting material, referenced in the Record of Service, documenting performance.