

Appendix B
Newton Gresham Library
Tenure and Promotion Criteria
with Documentation for each Category

Category 1 –Librarianship

Librarianship

Librarianship within the University setting involves a wider range of activities than classroom instruction. Librarians, as appropriate to their areas of specialization contribute to the function of teaching through activities that advance Library service and facilitate access to information resources. Such activities distinguish an effective librarian and include, but are not limited to:

1. Planning, organizing, coordinating and assessing Library services, facilities, and resources.
2. Exercising informed, professional initiative and judgment to enhance Library services and augment Library resources including identifying and locating materials available from sources outside the Library's print and electronic collections.
3. Applying knowledge of the University's curriculum and programs as well as interaction with other faculty members to the development of Library resources/services, thereby supporting the teaching and research goals of the University.
4. Using collection management techniques to develop, enhance, and preserve the Library's resources and research collections.
5. Developing and using bibliographic and information systems that facilitate access to information and research resources.
6. Participating in awareness and outreach activities related to library resources and services.
7. Instructing Library users in classroom and one-to-one situations on how to develop research skills and methods.
8. Exercising excellent written and oral communication skills.
9. Contributing to policy formulation for departments and for the Library as a whole, including preparing reports and statistics used in decision-making related to policy.
10. Maintaining current awareness of trends in academic libraries and librarianship as well as in areas of specialization.
11. Participating in professional development activities to update skills or to gain new expertise.

Documentation of Librarianship

Documentation of Professional Contributions includes, but is not limited to, the following:

Professional Responsibilities/Activities

- Summary description of Professional Responsibilities/Activities
- Portfolio of materials developed such as policies, procedures, manuals, guidelines, handouts, and bibliographies
- Examples of electronic materials developed to enhance instruction, including reports, proposals, and training materials
- Other materials appropriate to the specific position
- Course work for an advanced degree, continuing education credit from a professional organization or agency, participation in workshops, seminars, and conferences

Documented Outcomes

- Assessment of Library services and resources
- Use statistics
- Self-study reports submitted for outside accrediting agencies and academic program reviews
- Comparisons of Library resources to those of peer institutions and collection evaluation measures
- Evidence of enhanced access to materials and resources
- Evidence of enhanced organization of materials
- Grant and contract proposals developed and submitted to funding agencies

Assessments of Professional Effectiveness

- Statements from administrators
- Statements from colleagues on observations of professional effectiveness and contributions
- Statements from students, faculty and staff
- Responses to accreditation reviews

Eminence Measures

- Honors or recognition for meritorious professional contributions from campus and professional associations and other outside agencies
- Invitations to teach, lecture, or present workshops
- Other relevant awards or commendations

Self-reflection and Appraisal

- Evidence of steps taken to evaluate and improve professional performance
- Career goals, projected professional development

Category 2 - Scholarly and/or Creative Accomplishments

Librarians publish in a number of arenas and each benefit the Library and the University in different ways. The same is true for artistic performance or exhibitions.

1. Research for scholarly dissemination, including electronic, within the discipline of Library Science. Documentation includes, but is not limited to:
 - Acceptance or publication of a book
 - Acceptance or publication of scholarly articles in peer reviewed journals
 - Acceptance or publication of articles in professional journals
 - Acceptance or publication of a book chapter
 - Acceptance or publication of an edited work
 - Editor or editorial board member of professional or peer reviewed journal
 - Presentations at professional associations
 - Development of instructional technology
 - Acceptance or publication of indexes, abstracts, book reviews, essays, encyclopedia entries, and bibliographies

2. Research for scholarly dissemination, including electronic, and creative accomplishment in fields other than Library Science. Documentation includes, but is not limited to:
 - Acceptance or publication of a book
 - Acceptance or publication of scholarly articles in peer reviewed journals
 - Acceptance or publication of articles in professional journals
 - Acceptance or publication of a book chapter
 - Acceptance or publication of an edited work
 - Artistic performance or exhibition
 - Editor or editorial board member of professional or peer reviewed journal
 - Presentations to professional associations
 - Acceptance or publication of indexes, abstracts, book reviews, essays, encyclopedia entries, and bibliographies

3. Research and publication directly related to the Library. Documentation includes, but is not limited to:
 - Development of indexes and bibliographic tools
 - Grant and contract proposals developed and submitted to funding agencies
 - Subject bibliographies and finding guides
 - Research and study or survey reports

Category 3 -- Service Activity

A successful librarian demonstrates significant contributions to the University's mission of teaching, research, and service.

Scope of Service

Service is of four types: (1) service to the Library includes activities which support the Library operations and mission; (2) service to the University embraces activities which sustain the University and enable it to carry out its academic goals; (3) service to the discipline contributes to the function and effectiveness of the faculty member's profession and discipline; and (4) service to external communities reaches out to constituencies such as local organizations, government agencies, industry, and the arts where academic knowledge intersects with practical affairs and problem solving.

1. Service to the Library comprises, but is not limited to:
 - Serving on Library committees or other appointed, elected or ad-hoc groups
 - Mentoring Library faculty and staff
 - Developing Library promotion programs and services for the campus community
 - Collaborating/partnering with University units to develop programs which advance the mission, goals and objectives of the University and the Library
2. Service to the University comprises, but is not limited to:
 - Serving on University committees or other appointed, elected or ad-hoc groups
 - Participating in campus governance
 - Mentoring other campus faculty and staff
 - Serving as a campus representative in support of University promotion and advancement
 - Collaborating/partnering with University units to develop programs which advance the University mission, goals and objectives
3. Service to the Discipline comprises, but is not limited to:
 - Organizing workshops or other activities on behalf of professional groups
 - Writing external reviews of the work of colleagues for promotions and tenure or other professional awards and acknowledgments
 - Participating on committees of professional organizations
 - Holding membership in professional associations and organizations

4. Service to External Communities comprises, but is not limited to:
 - Adjudicating for competitions in the arts, sciences, and humanities
 - Testifying before the legislature and Congressional committees
 - Serving as an expert for agencies, organizations, and media outlets
 - Collaborating with schools, other libraries, and civic agencies to develop policies or programs which advance the University or Library mission
 - Conducting program, policy, and personnel evaluation research for other institutions and agencies
 - Consulting and providing technical assistance to public and private organizations
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Documentation of Service Activity can include, but is not limited to:

1. Descriptions of Service Activities
 - Summary of responsibilities and activities
 - Analyses of work accomplished
2. Documented Outcomes
 - Number of people served and benefited
 - Official documents and reports resulting from an activity
 - Illustrations of ways in which the activity enhanced the University
 - Log of activities e.g., programs presented
 - Visibility of the activity, e.g. international, national, regional, local
 - Letters of appointment to committees, teams, etc.
3. Assessment of Service
 - Evaluations and letters from receivers of service
 - Evaluations from sponsoring organizations
 - Evaluations from faculty colleagues and other peers
4. Eminence Measures
 - Honors or awards recognizing service
 - Election or appointment as officer in professional organizations, faculty committees, and/or Library committees

Category 4 Collegiality

Collegiality: This category addresses the faculty member's ability to function as an effective professional in accomplishing the goals of the tenure unit and the University.

- Works with colleagues in a positive productive manner to accomplish the goals and objectives of the Library program and the University, e.g. participates on teams/committees to accomplish Library projects and objectives.
- Coordinates the functions of the assigned work area with other areas of the Library to accomplish goals and objectives.
- Develops and maintains cooperative and effective working relationships with administrators, peers, and staff; shares in unit/departmental responsibilities and activities.
- Negotiates and compromises in order to develop/reach workable solutions.
- Collaborates with colleagues in the Library and across campus on specific activities, projects, and approaches.

Documentation for Collegiality includes but is not limited to:

- Annual evaluations of probationary faculty by tenured faculty.
- Annual evaluation by supervisor and/or director.

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APPROVED: /signed/

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