

**University of Nebraska at Kearney
Calvin T. Ryan Library**

STANDARDS FOR PROMOTION IN RANK AND TENURE FOR ACADEMIC APPOINTEES

Librarians play an integral role in fulfilling the academic mission of the University of Nebraska at Kearney. Librarians work with the teaching faculty to contribute to the social, cultural and economic development of Nebraska through the University's educational programs, research and creative activities, and service.

To recognize the unique role of librarians in the academic mission of the University, the following standards will be followed during the promotion and tenure process. These standards have been developed for Library Faculty per Regents Policy 4.3.1.

1. CRITERIA FOR TENURE AND PROMOTIONⁱ

Librarianship, scholarship and service, both in and outside the University, are the general areas to be used by reviewers in determining Library Faculty performance.

Consistent with the UNK mission, performance in librarianship is paramount. Therefore, all Library Faculty applying for promotion or tenure must provide, as a minimum, evidence of excellence in librarianship.

Scholarship, which includes the advancement, the integration, the application, and the representation of knowledge, is inherent in effective librarianship. Scholarship results in publications, presentations and projects of many types and is an expectation of all Faculty.

Librarians will be active in serving the Library, the university, the profession, and the public. Service may be at the local, state, regional, national, or international level.

It is expected that typically 70-75% of a faculty member's time will be spent in performing responsibilities in his/her assigned areas as stated in the position description, with the remaining time being spent in relevant scholarly activities and service.ⁱⁱ

1.1 Librarianship

Librarianship is the category for Library Faculty that is equivalent to the Teaching category for instructional Faculty. Librarianship encompasses the primary work assignment of Library Faculty as specified in each individual's position description and therefore is the most important category to be considered in the evaluation process. Consistent with the UNK mission, performance in librarianship is paramount and, as such, all library faculty must provide evidence of excellence in librarianship.

The primary work assignment for some Library Faculty may be narrowly defined; other Library Faculty may have much more diverse assignments. Regardless of assignment(s), Library Faculty are expected to perform at a high level of competence and collegiality, contributing to the educational and research missions of the Library and the University. Competence in librarianship is the ability to meet the information needs of library users. Excellence in librarianship shall be

evaluated in the following ways: grasp of library methods and new technologies, command of their areas of responsibility, continued growth as librarians, initiative, judgment, leadership, innovation, and ability to relate their assignment(s) to the broader goals of the Library and the University. Collegiality in librarianship is the demonstrated ability to work collaboratively with colleagues and students. Collegiality is essential in the library because it creates a welcoming and supportive atmosphere conducive to serving the UNK community and the public.

Areas in which librarianship may be evaluated are listed below. This list is intended to be descriptive, but not exhaustive.

- Identification, selection, acquisition and preservation of books, serials, electronic resources, and other library materials necessary to support the teaching and research activities of the University.
- Analysis, development and maintenance of high quality bibliographic information.
- Prompt, courteous, and efficient provision of accurate, informed, and appropriate information to library users.
- Instruction and assistance in the use of the Library and information resources through personal and online services and instructional programs.
- Improvement, maintenance, monitoring and analysis of the quality of Library services and collections.
- Prompt, courteous, and efficient provision of comprehensive, convenient, and easy-to-use access to information resources and collections.
- Communication and cooperation with faculty, staff, students, and the public in the pursuit of better library service, particularly as liaison to assigned academic units.
- Analysis of informational and other library needs of the University community and the organization of materials and services to meet both present and anticipated needs.
- Effective management and stewardship of personnel, personal resources (e.g., time management), funds, users' time, and other assigned resources.
- Administration or management of library units; effective management of operations, achieving the best possible results with available staff and/or resources.
- Coordination of Library services with University programs, policies, and curricula.
- Demonstration of leadership in presenting and implementing individual, unit, or Library goals and objectives.
- Education, including education that results in new and enhanced services to clientele, improved access to materials, and/or improved management of the Library.

1.2 Scholarship

Scholarship is one of the three categories within which Library Faculty are evaluated. Scholarship, which includes the advancement, the integration, the application, and the representation of knowledge, is an expectation of all faculty.

Scholarship results in publications, research, presentations, and projects of many types which are typically subject to review and validation by one's peers. Scholarship in library and information science, however, is not necessarily subject to the traditional research peer review process, and, furthermore, peers can include non-librarians, such as journal and book editors. Scholarship may appear in print, in electronic form, or in public presentations.

The following are examples of scholarly activities:

Publications:

Books; articles; chapters or articles in books or other publications; case studies, and annotated or other substantial bibliographies or finding aids.

Supplementing this category: Writing book or other format reviews, and editing, compiling, indexing, or translating substantial works.

Research:

Evidence of research in library and information science, or in an area related to the faculty member's areas of responsibility, or in an area of the faculty member's academic expertise, that is documented by publication or presentation as a paper, poster session, or other public review of the research work.

Application for and/or success in obtaining grants to support research in library and information science.

Presentations:

Presentations of research, scholarly exhibits, or programs at professional meetings, conferences, or workshops. This category includes poster sessions and panel discussions at professional meetings.ⁱⁱⁱ

1.3 Service

Service is one of the three categories within which Library Faculty are evaluated. Library Faculty can render valuable service to the Library and the University, other institutions, professional associations, and the community in governance, advisory, development, and implementation roles. A wide range of activities both in and outside the University are appropriate to this area, but activities involving the application of knowledge related to the faculty member's University role are of greater value.

The strength of the service contribution will be evaluated by examining the mission and function of the service group, the Library Faculty member's role and accomplishments in the group, and

the demonstrated value of the Library Faculty member's service to UNK or to other affected groups and institutions.

Some examples of service for which a Library Faculty member may be evaluated are listed below.

- Service (holding office, chairing, or being a member) on committees, task forces, or advisory or governing bodies of the University of Nebraska at Kearney (UNK) or the University of Nebraska system (NU), or in state or national professional associations, organizations, or societies.
- Service (as defined above) on Library committees or task forces.
- Application for and/or success in obtaining grants to improve Library facilities, equipment or service.
- Giving presentations relevant to professional expertise.
- Serving as a moderator or panelist, relevant to professional expertise.
- Organizing workshops, institutes, or similar meetings relevant to professional expertise.
- Consulting work relevant to professional expertise.
- Receiving awards relevant to professional expertise.
- Providing other services to UNK (such as advising to student groups, serving as editor or contributor to in-house publications, or consulting or advisory service to off-campus programs).
- Engaging in community service activities relevant to professional expertise.
- Teaching college level courses.
- Serving as editor or referee for a professional or scholarly journal.

2. RANKS

The terminal degree, required of all Library Faculty, is the Master's Degree in Library Science or equivalent from a program accredited by the American Library Association, as recognized in the "statement on the Terminal Degree for Academic Librarians" approved as policy by the Association of College and Research Libraries (ACRL), a division of the American Library Association, in 1975 and reaffirmed by ACRL, June, 2001.

2.1. Lecturer / Senior Lecturer

Faculty at this rank are full-time, non-tenure-track members of the Library Faculty appointed for a specific term. Duties are primarily librarianship and service (see Sections 1.1 and 1.3 of this document), but do not include scholarship. See also the UNK Standards VII, "Promotion of Lecturers to Senior Lecturer."

2. 2. Assistant Professor

Faculty at this rank range from appointees with little or no professional experience to faculty with several years of experience in the Calvin T. Ryan Library or other libraries. The Faculty member must show promise of making a contribution to the Library and the University.

2.3. Associate Professor

Faculty at this rank have fully demonstrated professional competence in librarianship. They must give evidence of ability to work independently, subject only to general review; to make sound decisions; to cooperate with colleagues; and to assume increasing responsibility. They have demonstrated an active interest in proving their professional and/or subject knowledge and show ability to perceive and solve problems. Promotion to Associate Professor normally requires five years of full-time experience in college-level librarianship or its equivalent and three years in the rank of Assistant Professor at UNK.

2.4. Professor

The rank of Professor is the highest academic rank in the University and recognizes sustained achievement in a faculty member's work. For promotion to Professor there should be clear evidence of continued contribution significantly beyond the level of accomplishment expected for promotion to associate professor. Promotion to the rank of Professor reflects a record of distinguished contribution to librarianship, scholarship and/or service. Promotion to Professor normally requires ten years of full-time experience in college-level librarianship or its equivalent, and five years in the rank of Associate Professor at UNK.

3. TENURE

Tenure is the most significant recognition the University can give the Faculty member because it most significantly affects the future of the institution. Therefore, promise of future performance must be supported by clear evidence of sustained contribution, consistent with the standards in University of Nebraska at Kearney Guidelines: Evaluations, Rank, Tenure and Personnel File (UNK Guidelines), VI.D., over a period of time. All candidates for tenure must hold the terminal degree.

In addition to the standard in UNK Guidelines, VI.D., individuals and committees who make recommendations on the granting of tenure should address their expectation that the candidate's future performance will contribute to the effectiveness of the Library. The collegial model of shared authority requires responsible participation in the pursuit of Library and University objectives.

The granting of tenure must conform to Regents Bylaw 4.10 and Regents Policy 4.3.1. To gain tenure, the candidate without credit for prior experience will normally be considered in the sixth year at UNK. The truly exceptional candidate may be considered at an earlier date. The date will be considered as the candidate's sixth year in the tenure process as per Bylaw 4.10 (which addresses tenure related experience at other institutions and leave of absence time), must be specified in the initial letter of appointment.


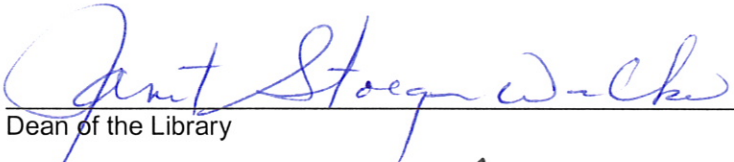
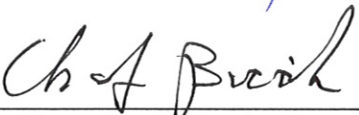
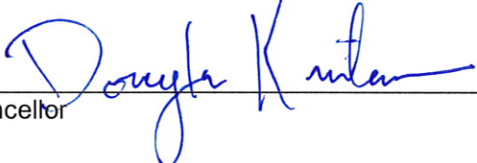
To receive tenure, faculty are expected to perform at a high level of competence and collegiality. The candidate must perform at a high professional level in librarianship, including such areas as library instruction, cataloging of library materials, reference service, collection development, and/or library management and administration. Scholarship and service also contribute to the work and welfare of the University. Each area should be considered in the evaluation of Library Faculty. The Library Faculty member contributes most directly to the academic community

through librarianship, and that activity should be considered the primary criterion in evaluation. The criteria for any individual candidate are to be applied in relation to his/her specific responsibilities in his/her position description.

The annual performance evaluations, although they may be favorable, cannot be considered a binding prediction that the candidate will be recommended for tenure.

November 4, 2011

Approved by:

	11/4/2011
Chair, Faculty Affairs Advisory Committee	Date
	11/8/11
Dean of the Library	Date
	11/11/11
Senior Vice Chancellor for Academic and Student Affairs	Date
	12/12/11
Chancellor	Date

ⁱ Portions of this document are based on the University of Northern Iowa's Library Faculty Evaluation Handbook, with permission and thanks.

ⁱⁱ Thanks to University of Nebraska-Lincoln, University Libraries, Promotion and Continuous Appointment Criteria, May 3, 2004, p. 2.

ⁱⁱⁱ Thanks to University of Nebraska-Lincoln, University Libraries, Promotion and Continuous Appointment Criteria, May 3, 2004, Preface.