

Standards for Promotion in Librarian Rank

1.0 PREAMBLE

In considering an application for promotion to the rank of Assistant Librarian, Associate Librarian or Librarian, the Committee for Librarian Evaluation and Promotion and the University Librarian or the Law Library Director shall apply the standards referred to in Section 11.4 of the *Faculty Handbook* and the standards enumerated in this document. The three standards by which the applicant is to be judged are: job effectiveness; professional growth, scholarly activity and other creative work; and, service to a department, the University or the community.

Evidence of achievement may be adduced from the judgments of colleagues on the Librarian, from members of the academic community outside the library and/or from professional colleagues outside the academic institution.

The assessment of job effectiveness will carry greater weight than the other standards enumerated. These criteria will be applied within the context of the candidate's home library and considering his or her unique role in that organization.

Service or scholarly activity can be taken into account for the achievement of any rank at the request of the candidate or as warranted by the rank to which the candidate aspires.

2.0 JOB EFFECTIVENESS.

Job effectiveness is the excellence in job performance of the professional librarian. The following factors will be used to judge the candidates job performance:

- a. command and knowledge of the general principles of librarianship;
- b. effectiveness in carrying out independent work within established frameworks;
- c. ability and willingness to accept additional responsibility or leadership;
- d. consistency of performance, judgment and leadership;
- e. initiative, innovation or resourcefulness in problem solving;
- f. ability to deal cooperatively with members of the University community at all levels;

- g. evidence of expertise in the area of professional responsibility;
- h. ability to apply ideas gained from individual study and observation to the improvement of one's area of responsibility;
- i. development of special projects, resource tools and/or creativity in the performance of duties.
- j. management skills (as applicable): Leadership, ability to motivate; ability to plan and organize work; effective delegation; effective communication; accessibility, approachability; openness to new ideas; problem-solving, decision-making abilities; ability to set objectives and to outline and plan their completion.

3.0 PROFESSIONAL GROWTH, SCHOLARLY ACTIVITY AND OTHER CREATIVE WORK.

1. Professional Growth.

Consideration of a librarian's professional activities outside the realm of assigned duties is also important for promotion. These activities should include a systematic pursuit of further professional knowledge, which might be documented in a personal professional development plan. A candidate for advancement in rank will demonstrate a commitment to continuing education and will endeavor to keep abreast of current trends in academic librarianship, especially information technologies. A candidate's professional commitment and contribution to the library profession should be evaluated by taking into account such activities as the following:

- a. relevant additional formal educational achievement, designed to update and extend professional knowledge;
- b. attendance at meetings and conferences of international, national, state and local professional or scholarly organizations in the interest of informal, professional education;
- c. active participation in professional organizations; and,
- d. teaching whether in or outside of the classroom, lecturing, editorial activity, organizing or conducting workshops, institutes or similar meetings, consulting or similar service.

2. Scholarly Activity and Other Creative Work.

Each librarian member is encouraged to undertake research projects appropriate to his/her interests and responsibilities as well as to the University's teaching mission. The librarian may submit evidence of scholarly activity, research and other creative work that may include, but are not limited to, the following:

a. publication in a professional library or information science journal, or law journal or in a scholarly journal of another field;

b. publication of a book by a commercial or university press; or the development of computer programs, computer-assisted educational or research services or enhancements to existing services; or the development of bibliographic products of quality regardless of medium;

c. presentation of a paper or participation on a panel at a meeting of a professional association.

d. review of books or other literature; computer programs, computer-assisted research services or other bibliographic products.

e. grants, awards, fellowships from internal or external agencies after competitive review.

f. consulting

g. service as a member of a team of experts task force.

h. review committee.

4.0 SERVICE TO A DEPARTMENT, THE UNIVERSITY OR THE COMMUNITY.

Librarians are expected, when reasonable opportunities occur, to assume service obligations as part of their professional responsibilities. Since service enhances the value of the librarian as a member of the library, University and civic community, efforts that shape library or academic policy or make significant contributions to the life of the community are strongly encouraged. The quality of contributions made to the solution of library problems through service on committees, task forces and professional organizations will merit consideration for promotion, even though such service may be unrelated to the individual's primary area of responsibility. Among the factors to be considered are: fulfillment of basic obligations of attendance and participation, working relations with other members, membership/chair of committees, and timely completion and quality of assignments. Service to the library, the University community, the profession or the civic community may be evidenced in any of the following ways:

a. membership and constructive participation in a library or University-related committee or task force;

b. community service in organizations outside the university and/or outside the profession that enhances the image of the university.

5.0 GRIEVANCE

If a librarian believes that in the process of promotion review there have been significant violations of the *Faculty Handbook*, these violations may be appealed to the Faculty Grievance Committee according to the procedures outlined in section 11.3 of the *Faculty Handbook*. Complaints regarding affirmative action, sexual harassment and civil rights issues involving librarians should be handled according to policies and procedures outlined in the *Human Resources Policy Manual*.