

Reappointment, Promotion, and Tenure Criteria and Guidelines

For Library Faculty

North Carolina Agricultural and Technical State University

Initial adoption December 13, 1996

This document is intended as a guide for all library faculty and administrators of F. D. Bluford Library. It is pertinent to the evaluation, reappointment, promotion and tenure process and should be used as a supplement to the University Faculty Handbook.

Introduction

The dissemination of knowledge is a function shared by faculty throughout the university and encompasses a broader scope than classroom instruction only. Library faculty are specialist in providing access to all types of information and are involved in teaching, collection development, bibliographic control and organization, reference and research services, development and maintenance of information systems, and administration and planning. Although all faculty at North Carolina Agricultural and Technical State University are evaluated according to established criteria, the primary criterion to be considered for reappointment, promotion and tenure for library faculty is their professional performance or their librarianship. Librarians are evaluated on their librarianship rather than and/or in addition to their teaching skills. Central to academic librarianship is the creation communication and provision of access to knowledge.

Two policy statements that govern library faculty status at F.D. Bluford Library are:

"The master's degree in library science from a library school accredited by the American Library Association is the appropriate terminal professional degree for academic librarians." *Board of Directors of the Association of College and Research Libraries statement issued January 23, 1975. Reaffirmed by the ACRL Board, June 2001.*

"Librarians perform a teaching and research role inasmuch as the instruct students formally and informally and advise and assist faculty in their scholarly pursuits. Librarians are also themselves involved in the research function; many conduct research in their own professional interests and in the discharge of their duties....The function of the librarian as participant in the processes of teaching and research is the essential criterion of faculty status. ...Moreover, as members of the academic community, librarians should have latitude in the exercise of their professional judgment within the library, a share in shaping policy within the institution, and adequate opportunities for professional development and appropriate reward. " *Joint statement on Faculty Status of College and University Librarians as issued by the Association of College and Research Librarians (ACRL), the Association of American Colleges (AAC), and the American Association of University Professors (AAUP). Reaffirmed by the ACRL Board, June 2001.*

I. Reappointment Process

Faculty in tenure track positions appointed at different ranks will receive contracts based on the following schedule:

Rank and contractual periods

- Assistant Professor 2 years; 2 years; *3 years; (suggest applying for tenure during 2nd year of*)
- Associate Professor 2 years; *3years; (suggest applying for tenure during 2nd year of *)
- Professor *3 years (suggest applying for tenure during 2nd year of *)

Schedule for submitting applications and recommendation for reappointment (non reappointment) to Vice Chancellor:

- A. First 2 year contract requires 180-day notice
- B. Second consecutive 2 year contract requires 180-day notice
- C. Third year and beyond April 30 receives a one year notice

II. Review Process and Schedule for Submission and Forwarding of Application for Reappointment, Promotion and Tenure

It is the responsibility of the individual library faculty member to prepare and submit her/his application for reappointment, promotion and tenure. Once the application is completed, it must be submitted according to the following schedule:

A. Department Head

- receives input from other library faculty in the department, if available. If the Department Head approves the application, it then goes to the Division Head, with the Department Head's letter of recommendation added. If Department Head does not approve application, the library faculty member can request that the application be forwarded.

B. Division Head

- reviews the application. If the application is approved, the Division Head's letter of recommendation is added and the application goes to the Dean of Library Services who will review it in parallel with the Library Committee on Reappointment Promotion and Tenure (LCRPT). If Division Head does not approve application, the library faculty member can request that the application be forwarded.

C. Dean of Library Services

- receives the application, notifies the LCRPT that it has been prepared, and reviews the application with input from the LCRPT
- writes a letter of approval or denial for the application. If both the Dean and LCRPT approve, the application is forwarded to the Provost. If they disagree, a "Third Review Committee" must be formed to consider the application and add a positive or negative statement. If both the Dean and LCRPT do not approve the application, the applicant is informed of the denial but can request that the

application be forwarded to the Provost. Decisions on reappointment are final with the Dean of Library Services.

D. Library Committee on Reappointment, Promotion and Tenure (LCRPT)

- reviews the application and prepares a written summary of the applicant's contribution to teaching/librarianship, research/creativity, and service as defined in the application. The LCRPT recommendation form, including a vote for approval or denial, must be added. The application, with the LCPRT form and the written summary, is returned to the Dean of Library Services for consideration and assessment, and proceeds as specified in C above. *The relevant dates for the reappointment promotion and tenure process will be published in the annual academic calendar which is available no later than May 1 of each year.*

E. Third Review Committee (in the event of disagreement)

- receives any application for which the Dean's recommendation and the LCRPT's recommendation contradict each other. In accordance with the Faculty Handbook approved on October 24, 2006, in the event of such a disagreement, a slate of five tenured faculty shall be submitted by the Faculty Senate for consideration for the Third Review Committee. The tenured and tenure track faculty of the Library shall elect three members from that slate. The decision of the Third Review Committee shall be recorded in writing and added to the application. *The application package is forwarded to the Provost.*

F. Provost/Vice Chancellor for Academic Affairs

receives all applications for promotion and tenure. These are reviewed by the University Committee on Reappointment Promotion and Tenure, an advisory committee to the Provost. *In accordance with the Faculty Handbook approved on October 24, 2006, if the Provost will decide not to support the application, a letter stating the recommendation with a brief explanation and signed by the Provost will be added to the package. If the Provost will decide to support the application, a letter of support signed by the Provost will be added to the package. The package will then be submitted to the Chancellor. In either case, the Provost will provide the candidate copies of all the documentation leading to the decision within a week after the Provost's review.* If the Provost's positive recommendation is in contradiction to the University committee's recommendation, the Provost will send a letter to the University committee explaining the reasons for his/her decision. If a negative tenure decision is reached because of factors other than the professional qualifications of the applicant, the Provost might make a recommendation to the Chancellor with special arrangements to prolong the employment of the applicant at the University.

G. Chancellor

receives all applications approved by the Provost. Applications approved by the Chancellor are submitted to the Board of Trustees for endorsement. *In accordance with the Faculty Handbook approved on October 24, 2006, p. 91, if the Chancellor shall decide not to recommend a reappointment, promotion or permanent tenure, he/she shall send the candidate a letter with a simple, unelaborated statement of the decision. This decision is final except as it may*

later be reviewed in accordance with the provisions of Section 5. If the Chancellor shall concur in a recommendation that will confer permanent tenure, he/she shall consult with the Board of Trustees and forward the recommendation to the President and Board of Governors for final approval. A letter approving appointment, reappointment, promotion or tenure will be sent to the candidate by the Chancellor. Applications for promotion require approval through the Chancellor only.

A flowchart of the above information appears in the appendix

III. Sample Table of Contents for Applications for Promotion and/or Tenure

It is the responsibility of the individual faculty member to collect, organize and present his/her application for promotion and/or tenure to the appropriate office by the prescribed date. The information below should be used as a guide in assembling documentation to support the application.

0 Introductory Materials

1.0 Application Materials

- 1.1 F.E. Form 104A (official tenure application)
- 1.2 Position Description
- 1.3 Resume
- 1.4 Letters of Recommendation
- 1.5 Peer Review Form

2.0 Teaching /Professional Performance

- 2.1 Teaching /Professional Effectiveness
 - 2.1.1 Professional performance in area of specialization
 - 2.1.2 Library instruction and other courses taught
 - 2.1.3 Student evaluations
- 2.2 Preparation of Course Materials
 - 2.2.1 Course outlines and syllabi
 - 2.2.2 User guides
 - 2.2.3 Annotated bibliographies
- 2.3 Utilization of Teaching /Professional Aids
- 2.4 Student Advisement
- 2.5 Other

3.0 Research and Creative Activity

- 3.1. Evidence of research and creative activity
- 3.2 Evidence of Professional Growth
- 3.3 Memberships and activity of professional organizations

3.4 Publications

3.5 Other

4.0 Service to the University

4.1 Contributions to department committees and activities

4.2 Contributions to library committees and activities

4.3 Contributions to university committees and activities

4.4 Service to the community

IV. Documentation to Accompany Application

This section provides an explanation of the documentation necessary for items defined in the Table of Contents above. Supporting documentation should be selective, judiciously chosen and relevant to the period under review.

0 Introductory Materials

- The applicant should include sheet protectors or other placeholders for the following items, to be added by the appropriate parties:
 - Dean's Letter
 - LCRPT review form with signatures of all members of the committee
 - LCRPT letter
 - In the event that the Dean and the LCRPT disagree, the findings of a third committee shall also be included here.
- The applicant should also include as preface materials:
 - The applicant's Letter of Intent
 - The applicant's Personal Statement
 - A copy of the Library Faculty Guidelines for Reappointment, Promotion, and Tenure

1.0 Application Materials

1.1 F.E. Form 104-A

- Documentation: Completed F.E. Form 104-A with all required information and signatures.

1.2 Position description

- Documentation: Written position descriptions for all positions held during the last 5 years.

1.3 Current professional resume

1.4 Letters of recommendation

- Documentation: Letter from senior faculty , department/division head, other colleagues

1.5 Peer Review Form(s)

2.0 Teaching/Professional Performance

2.1 Teaching /Professional Effectiveness

- Documentation: Competence, courses taught, workshops given, departmental annual evaluations (for the past 5 years), internal and external reports, student evaluations, letters acknowledging assistance to other colleagues, peer reviews etc.

2.2 Preparation of Course Materials

- Documentation: Samples of syllabi, up -to -date outlines, web pages, supplementary materials, special instructional/research materials developed, computer software, multi- media presentations, etc.

2.3 Utilization of Teaching/Professional Aids

- Example: Use of audio/visual aids, computers, charts, multi-media, tours, and other aids to reinforce teaching.

2.4 Student Advisement

- Formal Advising:
There are limited opportunities to participate in formal advising activities.
- Informal advising: There exist several opportunities for sensitive, considerate and caring guidance of students to help them investigate, identify, and accomplish academic and career goals. Informal advising of students include student workers, student volunteers, students in library instruction classes as well as students encountered at public service desks. Example: Participation in career day **activities**, University Day, career placement bibliographies, team teaching, seminars and workshops and **mentoring and advising to student organizations**.

2.5 Other

- Documentation: Honors, citations for excellence in teaching/librarianship, attendance at effective seminars, etc.

3.0 Research and Creative activity

Creative activities are those of an original and innovative nature that are applicable to library operations and have a significant impact upon the university community.

3.1 Evidence of Research and Creative Achievements

- Example: Innovative approaches to problem solving in specific areas of specialization, developer of an informational web page, substantial internal and external reports involving research, reviewer for a major refereed journal, grants secured, research as an individual and as a member of a research team, proposals written, creator or developer of a computer program of value, presentation at local, state, or national meeting, etc.
- Documentation: Sample internal/external substantial reports, urls of web sites, program from workshop presented with name cited, acknowledgments in

other publications, copies of letters of notification of acceptance of articles or grant award, actual book reviews, etc.

3.2 Evidence of Professional Growth within past 5 years

- Example: Workshops attended and presented, meetings attended, citations for scholarly achievement, travel for professional improvement, advanced study and formal courses taken.
- Documentation: List of activities supported by original agenda or program announcement, transcript or validating document .

3.3 Memberships and Activity in Professional Organizations

- Documentation: List of Memberships in professional organizations, meetings attended, offices held, panel/committee participation.

3.4 Publications

- Example: Annotated bibliographies or user guides , materials submitted for publication, professional newsletters, web pages, proceedings articles, refereed journal articles published, books authored and co-authored
- Documentation: Annotated bibliographies, urls of digitally produced items, copies of first page of articles submitted but not yet published, first page of article, table of contents, copy of journal/proceeding cover

3.5 Other

- Documentation: Service as consultant, honors and awards received, acknowledgment of professional contributions to published works.

4.0 Service to the University

4.1 Contributions to Department Committees and Activities

- Documentation: List of departmental/division committees and activities, task forces or special projects or assignments accepted

4.2 Contributions to Library Committees and Activities

- Documentation: List of library committee work and services. Indicate whether served as chairperson or member and the number of years of service for each item.

4.3 Contributions to University Committees and Activities

- Documentation: List of university committee work and services. Indicate whether served as chairperson or member and the number of years of service for each item.

4.4 Service to the Community

- Documentation: List of service to the community that involves professional competence; other service to the community.

V. Criteria for promotion in rank

The following general criteria should be considered for promotion and/or tenure for all faculty at North Carolina A&T State University:

- Membership in appropriate professional organizations and societies
- Participation in professional meetings
- Offices held in state, regional, or national professional organizations and societies
- University service on committees
- Publications
- Unpublished research or research activities of a significant nature
- Service with or research for a government or other agency
- Creative activities of a significant nature
- Community service (evaluate with discretion)
- Professional certifications where applicable
- Industrial and/or related experience
- Other criteria

The following specific criteria should be considered for promotion and/or tenure for library faculty at North Carolina A&T State University.

1. Assistant Professor - Promotion to an assistant professor may be based upon potential; however, the candidate should meet the following minimum requirements:

- a. Evidence of significant professional contributions to the library and or university.
- b. Evidence of active participation in professional organizations
- c. Demonstrated ability to relate effectively to peers and students
- d. Normally a minimum of two years as an instructor

2. Associate Professor - Promotion to the rank of associate professor is based on actual performance as well as future potential. The candidate should meet the following minimum requirements:

- a. Evidence of substantial professional contributions to the library and University in the area of the library faculty member's area of specialization such as: acquisitions, cataloging, serials, reference, circulation, government documents, collection development, library automation, etc.
 - Development of materials or training modules
 - Contributing to accreditation reports
 - Working with student organizations
 - Service on library and university committees

- Participation in outreach activities with K-12 schools
- Special projects above and beyond day-to-day duties
- b. Evidence of substantial contribution to research and/or creative activities.
 - Grants written and or an awarded
 - Published reviews of creative works or performances
 - Publication in a non-refereed journal or refereed journal
 - Invited conference papers
 - Other conference presentations (poster sessions, demonstrations, etc.)
- c. A high level of bibliographic activities
 - Special liaison responsibility for collection development
 - Workshops in liaisons' department
- d. Evidence of continuing education
 - Work towards second advanced degree
 - Enrollment in advanced training such as professional institutes
- e. Demonstrated ability to relate effectively to peers and students
 - student evaluations
 - advisor to a student organization
- f. Normally minimum of four years as an assistant professor

3. Professor - Promotion to full professor requires that the individual is recognized by his associates and students as a capable librarian, researcher, and scholar. The candidate should meet the following minimum requirements:

- a. Evidence of outstanding performance and service
 - Outstanding teacher or researcher
 - Bluford Outstanding Employee award
 - Distinguished professor
- b. Evidence of outstanding achievements in bibliographic activities, research, teaching, technical services, library automation, etc.
- c. Established leadership in professional organizations
 - Election or appointment to offices and committees
 - Presenter at workshops and/or conferences
 - Election or appointment to offices or committees in professional organizations
- d. Established record in research and/or creative activities
 - Publications in a refereed journal
 - Invited conference papers

- Refereed conference papers
- Receipt of award, grants or fellowships
- Publication of a peer reviewed monograph
- e. Evidence of continuing education
 - Second Master's Degree
 - Doctorate Degree
 - Certificate of Advanced Study
- f. Demonstrated ability to relate effectively to peers and students
 - Record of consistently outstanding student evaluations
 - Regularly strong departmental evaluations and peer reviews
- g. Normally, a minimum of five years as an associate professor

VI. Criteria for the Evaluation of the Library Faculty

Each library faculty member is expected to contribute to the overall mission of the library and university in the areas of teaching/librarianship, research/creativity, and service. An evaluation of individual contributions is made annually by the department or division heads and should be included in each application for reappointment, promotion and tenure. Written comments of the library faculty members' professional performance should be included with the evaluation. This will let the library member know if there is progress being made toward promotion and tenure. Other instruments of evaluation may be used to supplement the annual Faculty Activity Report.

A. Teaching/Professional Performance

Performance is based on dependability, contributions to library and university objectives; willingness to assume responsibility; ability to organize and manage efficiently; and, the ability to establish and maintain harmonious working relationships with supervisors, staff and patrons. Activities which contribute to the educational mission of the institution include:

1. Performance in specialized areas as: Acquisitions, Cataloging, Collection Development, Reference, Systems, etc.
2. Instruction in the interpretation and use of the library and its resources
3. Selection and development of the library collection
4. Liaison services and relationships
5. Teaching in academic departments
6. Commitment to the effective utilization of automation to facilitate access to information regardless of its location
7. Creation, indexing or maintenance of electronic resources
8. Ability to organize research results and to present them clearly, logically and imaginatively
9. Knowledge of current developments in one's field of expertise
10. Ability to relate one's field of expertise to other academic disciplines, including librarianship

11. Ability to provoke and broaden others' knowledge in the research process
12. Ability to develop and utilize effective bibliographic and/or research strategies

B. Research Performance, Creative Activity and Professional Growth

- 1. Activities related to inquiry and research through such activities as:**
 - a. Compilation of annotated bibliographies done by individual
 - b. Service as a member of a task force, review committee, or similar body
 - c. Presentation of original papers
 - d. Publications in professional and scholarly journals either in librarianship or other appropriate subject fields
 - e. Consulting
 - f. Writing of grant proposals
- 2. Active participation in professional organizations and learned societies as a member, officer, or committee chair**
 - a. Sustained membership in professional library organizations
 - b. Attendance at international, national, regional, state or local professional meetings
 - c. Officer such as chair, co-chair or other officer of committees, round tables, or task forces, editor of newsletters
 - d. Organization of professional meetings
- 3. Presentation of poster sessions or workshops conducted at state, regional and/or national meetings.** Poster sessions can be presented on any topic or concept - including innovative procedures in the field of library and information science - that illustrate efficient services, challenges, exploratory studies, or research such as:
 - a. Selecting & linking URLs to MARC records
 - b. Processing procedures for electronic resources
 - c. Innovative ways of handling loose-leaf services & vertical file information
 - d. Workflow efficiency studies
 - e. Instructional techniques
- 4. Preparation of substantial internal and external reports involving research**
 - a. Accreditation and reaffirmation reports
 - b. Annual reports
 - c. Collection development policies
 - d. Documentation for grant proposals for external agencies
- 5. Creation, indexing or maintenance of significant information resources**
 - a. Development of a web page
 - b. Creator of a print and/or electronic index
 - c. Establishment of a listserv

6. Advanced formal study in a specific field or additional study for professional improvement

- a. Second subject master's degree
- b. Doctorate in library science or related field
- c. Courses, credit or non-credit, taken to improve job performance

C. Service to the University

The library faculty has an important role to play in formulating policies and administering the program of the University. In evaluating one's service to the University:

1. Recognition should be given to persons who have made outstanding contributions to the University governance and the formulation of department, library, and University policies. Consider evidence of participation on committees and special administrative assignments.
2. Consideration should be given to the faculty member's sense of responsibility and reliability as evidenced by the execution of assigned tasks on time. These include dependability, accepting departmental assignments, keeping accurate records and preparing reports.
3. Consideration should be given for contribution to the community in the name of the University.

It should be remembered that these criteria are not intended to be comprehensive to cover all types of evidence to be considered for reappointment, promotion and tenure.

This document was approved unanimously by the library faculty at 10:30am, Friday the 13th of December, 1996.

APPENDIX

1. APPLICATION FORM FOR PROMOTION AND/OR TENURE - F.E. FORM 104-A
2. PEER REVIEW FORM
3. ANNUAL FACULTY EVALUATION
4. FLOWCHART OF REVIEW PROCESS FOR APPLICATIONS FOR REAPPOINTMENT, PROMOTION , TENURE
5. UNIVERSITY COMMITTEE ON REPOINTMENTS, PROMOTION, AND TENURE RATING FORM
6. LIBRARY COMMITTEE ON REAPPOINTMENT, PROMOTION, AND TENURE EVALUATION FORM
7. LIST OF REFERRED JOURNALS IN LIBRARIANSHIP
8. EXCERPTS FROM UNIVERSITY FACULTY HANDBOOK
9. POLICY STATEMENTS