



TENURE UNIT STANDARD ROUTING SHEET

In support of the following academic policy statements, tenure unit performance standards will be maintained and made publicly available by the Office of the Provost's Faculty Records Team. Per policy, each of these sets of standards will be reviewed every five (5) years, submitted to the Office of the Provost using this routing form for all signatures.

- APS [900417](#), Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty
- APS [980204](#), Performance Evaluation of Tenured Faculty (Post-Tenure Review)
- APS [820317](#), The Faculty Evaluation System of Tenured and Tenure-Track Faculty

Please note the following:

- Use a separate routing sheet for each set of tenure unit standards.
- Submit files in portable document format (PDF) only.
- Ensure the set of standards being submitted ***have been approved*** by the tenure unit ***and*** college dean.

Tenure Unit: Library Public Services

College/Unit:

- | | | | | |
|-------------------------------|-------------------------------|-------------------------------|--------------------------------|---|
| <input type="checkbox"/> CAM | <input type="checkbox"/> COCJ | <input type="checkbox"/> CHSS | <input type="checkbox"/> COM | <input checked="" type="checkbox"/> NGL |
| <input type="checkbox"/> COBA | <input type="checkbox"/> COE | <input type="checkbox"/> COHS | <input type="checkbox"/> COSET | |

Standard:

- Promotion and Tenure
 Post-Tenure Review
 Faculty Evaluation System (FES)

Contact:

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Department Chair

Eric D. Owen

College Dean

Provost & Sr. VP for Academic Affairs

Standards of Performance for Tenure and Promotion

To be recommended for an award of tenure or promotion, an applicant must document a sustained pattern of professional competence and effectiveness in each of Faculty Evaluation System (FES) categories. In addition, the applicant should have a clearly developed, ongoing strategy for sustaining professional development throughout their career.

Tenure and promotion standards in this document are developed in accordance with the following Academic Policy Statements (APS) and departmental standards:

- APS 900417 – Faculty Reappointment, Tenure, and Promotion
- APS 810814 – Tenets for Faculty Status for Academic Librarians
- APS 820317 – Faculty Evaluation System of Tenured and Tenure-Track Faculty
- Departmental FES Criteria and Standards

These policies and standards documents will be provided to each faculty member at the outset of employment. It is the faculty member's responsibility to know these criteria.

Award of Tenure and Promotion to Associate Professor

Candidates must possess the appropriate terminal degree and normally must have at served at least five and one-half (5.5) years as an Assistant Professor. Candidates should demonstrate

- consistency and growth in their librarianship, scholarly activity, professional development, and service to all stakeholders,
- professionalism,
- ability to function as an effective professional in accomplishing the goals of the Department, the Library, and the University, and
- a likelihood of continued excellence.

Furthermore, candidates should demonstrate the following abilities through their work in each FES criteria:

- Work with colleagues in a positive productive manner to accomplish the goals and objectives of the Department, the Library, and the University, e.g., participate on teams/committees to accomplish Library projects and objectives;
- Coordinate the functions of the assigned work area with other areas of the Library to accomplish goals and objectives;
- Develop and maintain cooperative and effective working relationships with administrators, peers, and staff; shares in unit/departmental responsibilities and activities;
- Negotiate and compromise in order to develop/reach workable solutions;
- Collaborate with colleagues in the Library and across campus on specific activities,

projects, and approaches.

Guidelines for consideration of tenure and promotion to Associate Professor

Librarianship and Professional Development

- Satisfactory performance as assessed by Director of Library Public Services in consultation with the tenured faculty
- Evidence of development and incorporation of new materials and technology where appropriate
- Evidence of exercising informed, professional initiative and judgment to enhance Library services and augment Library resources
- Increasing participation in planning and development of library programs and activities
- Attendance at or participation in professional conferences, seminars, workshops, short courses, or other educational activities

Research, Scholarly, & Artistic Endeavors

- Active participation in scholarly achievement as evidenced by a combination of items or activities from the Departmental FES Criteria for Scholarly and/or Creative Accomplishments. During the normal term in rank there should be at least six (6) citations, with at least two (2) being in peer-reviewed or prestigious journals.
- Promise of sustained growth in scholarly activity

Professional Service

- A record of continuing service to the Library, University, profession, and community.

Promotion to Professor

Candidates must possess the appropriate terminal degree and normally must have at served at least five and one-half (5.5) years as an Associate Professor. Candidates should demonstrate

- the highest levels of attainment in the criteria appropriate to their work assignment,
- a history of leadership and cooperation at all university levels, and
- a likelihood of continuing excellence and achievement.

There are two paths for promotion to Professor: Research- and Librarianship-intensive.

Candidates on both paths should demonstrate the following abilities through their work in each FES criteria:

- Function as an effective professional in accomplishing the goals of the Library and the University
- Work 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

- Coordinate the functions of the assigned work area with other areas of the Library to accomplish goals and objectives
- Develop and maintains cooperative and effective working relationships with administrators, peers, and staff; shares in unit/departmental responsibilities and activities
- Negotiate and compromise in order to develop/reach workable solutions
- Collaborate with colleagues in the Library and across campus on specific activities, projects, and approaches

Research-Intensive Guidelines for Consideration of Promotion to Professor

Librarianship and Professional Development

- Higher than average performance as defined by the Director of Library Public Services in consultation with the tenured faculty
- Sustained evidence of development and incorporation of new materials and technology where appropriate
- Sustained evidence of exercising informed, professional initiative and judgment to enhance Library services and augment Library resources
- Sustained record of participation in planning and development of library programs and activities
- A record of consistent participation in professional conferences, seminars, workshops, short courses, or other educational activities

Research, Scholarly, & Artistic Endeavors

- Active participation in scholarly achievement as evidenced by a combination of items or activities from the Departmental FES Criteria for Scholarly and/or Creative Accomplishments. During the normal term in rank there should be least six (6) citations, with at least three (3) being in peer-reviewed/prestigious journals (for those in rank longer than the minimum a proportional increase in these numbers is required).
- Commitment to sustained growth in scholarly activity.

Professional Service

- A sustained record of continuing service to the Library, University, profession, and community.

Librarianship-Intensive Guidelines for Consideration of Promotion to Professor

Librarianship and Professional Development

- Exemplary performance as defined by the Director of Library Public Services in consultation with the tenured faculty

- Sustained evidence of where appropriate development and incorporation of new materials and technology where appropriate
- Sustained evidence of exercising informed, professional initiative and judgment to enhance Library services and augment Library resources
- A history of leadership in planning and development of library programs and activities.
- A record of consistent participation in professional conferences, seminars, workshops, short courses, or other educational activities

Research, Scholarly, & Artistic Endeavors

- Active participation in scholarly achievement as evidenced by a combination of items or activities from the Departmental FES Criteria for Scholarly and/or Creative Accomplishments. There should be an average of three (3) or more citations every four (4) years with at least one citation in a peer- reviewed/prestigious journal.
- Promise of sustained growth in scholarly activity

Professional Service

- A sustained record of continuing service to the Library, University, profession, and community.