

HERBERT H. LAMSON LIBRARY
Plymouth State University

Guidelines for Promotion and Tenure for Library Faculty

This document is intended to serve as a supplement to the PSU guidelines outlined in the Faculty Handbook. While librarians have faculty status at PSU, the expectations and responsibilities differ in many ways. Criteria and evidence for documentation of librarianship rather than teaching are the main points of departure. Differences in criteria for scholarship are due to differing workloads as addressed under Scholarship in these guidelines.

Procedure for Selecting the Departmental Promotion & Tenure Committee

Library faculty will follow the Faculty Handbook guidelines for committee selection. Committee members will be voted on by tenured library faculty.

Guidelines and Criteria for Librarianship, Scholarship, and Service, including Evidence, Materials and Documentation

For promotion from assistant professor to associate professor, and tenure

A library faculty member may apply for promotion and tenure following the time and eligibility in rank specifications outlined in the PSU Faculty Handbook. Tenure shall be granted to those faculty members whose professional record provides evidence they have and will continue to serve with distinction in their appointed roles. Tenure considerations will take into account the mission of the Library unit and the individual librarian's contribution to that mission. A candidate for tenure should demonstrate superior performance and accomplishment in the categories of librarianship, scholarship, and service.

Criteria for Librarianship:

The candidate should be foremost an effective and knowledgeable librarian in his/her specific position held. Activities and criteria for evaluation of librarianship may include, but are not limited to the following:

- Reference service, interactions with Library users, interpretation of the Library's collections, procedures, and services to users, or related public service functions.
- Identification, selection, evaluation, acquisition and preservation of materials for the Library collections, and online information resources.
- Awareness and utilization of current forms of information management and technology, delivery and communication.
- Analysis and classification of materials to provide access to the collections.
- Organization, retrieval, and manipulation of data in print, non-print, and electronic formats.
- Supervision and management of units within the Library which perform services and functions.
- Administrative functions, including budgeting, planning, policy-making, goal-setting, and analysis.
- Teaching students essential research skills as part of the Library's Information Literacy program.
- Development of instructional materials.

- Participation in instructional lectures and workshops for library user education.
- Presentation of workshops, lectures, and orientations on the resources, services and procedures of the Library.
- Superior oral and written communication skills.
- Any other responsibilities of the specific position within the Library.

Evidence and documentation for evaluation of Librarianship.

Library faculty work in a public and/or collaborative environment where daily coordination with colleagues is the norm. Reference work with students and the public do not permit individual user evaluations as in a closed classroom setting. Forms of evidence and documentation for the above criteria may include, but are not limited to the following:

- Annual Faculty Reports submitted as a summary record of activities during each academic year.
- Annual faculty evaluation letters as submitted by the immediate supervisor, if applicable, and/or the Library Director.
- Student evaluations from specific classes taught.
- Letters of evaluation from eligible faculty as part of the candidate's promotion and tenure application.
- Annual salary letters which include merit or recognition.
- Awards, grants, or other forms of recognition for librarianship.
- Unsolicited or solicited letters acknowledging activities or services provided by the candidate as a librarian.
- Documents illustrating activities, such as bibliographic aids, instructional materials, web pages, internal documents written as part of assigned duties, special projects, etc.

Criteria for Scholarship.

Library faculty differ from departmental classroom faculty primarily in that they have responsibilities for librarianship year-round, between semesters in winter and summer sessions. As such, this precludes sufficient time for scholarship activities expected of regular teaching faculty. Still, librarianship has a role in the creation and dissemination of knowledge for the advancement of the mission of the institution. Activities and criteria for evaluation of scholarship may include, but are not limited to the following:

- Active participation in professional organizations and learned societies, including program administration, lectures, papers, workshops, panel discussions, etc.
- Annotated bibliographies, directories, anthologies.
- Creative works, exhibits, digital resources.
- Publication of articles, book and media reviews, literature reviews etc. in either peer-reviewed or other professional publications.
- Guides to the literature, and bibliographic essays.
- Entries in encyclopedias, biographical dictionaries, or similar reference works.
- Writing, securing of grants.
- Consulting services in specific area of librarianship or academic discipline.
- Editorships or serving on editorial boards.

Documentation of scholarship includes the following:

- Annual faculty reports that list accomplishments in scholarship and professional contributions.
- Copies or reprints of published works, program flyers, conference papers, letters of acceptance from publishers.
- Printed representation of electronic works, with date and URL.
- Reviews of candidates work published or disseminated by other scholars or professionals.
- Letters solicited from eligible PSU faculty or professional peers at other institutions.
- Awards, grants, or other forms of recognition of scholarship or professional achievement.
- Evidence of citation by other scholars, professionals, or practitioners.

Criteria for Service.

Participation in service activities enhances the value of the librarian as a member of the university and library community, and advances the mission of both. Activities and criteria for the evaluation of service include, but are not limited to the following:

- Membership or leadership on Library committees and task forces.
- Membership or leadership on University or USNH committees and task forces.
- Membership or leadership in local, state, regional, national, or international professional or academic associations.
- Teaching activities performed for departments or agencies outside the Library.
- Administrative work for the Library.
- Active participation in campus activities such as convocation, commencement, orientation, registration, and advising.
- Application of professional expertise in service to the outside community. Service outside the area of expertise will be considered, if it enhances the image of PSU in the community.

Documentation for Service includes the following:

- Annual faculty reports listing service activities and contributions. Committee service should include the scope of the committees charge, description and relevance of actual tasks or projects carried out.
- Annual review letters by supervisors and the Library Director acknowledging service contributions.
- Letters of acknowledgement from professional or scholarly associations, or community groups.
- Awards or other forms of recognition of service

Criteria for promotion from Associate Professor to Professor

To be considered for promotion from Associate Professor to Professor, a librarian must show evidence of advanced levels of librarianship, a second masters or other advanced degree is required. A reputation in the profession or other area of scholarly expertise at the regional or national level must be evident. This would include publications in peer-reviewed journals, active participation in professional organizations, outstanding achievement in areas of librarianship, and outstanding service to PSU, the region and the state.