

CRITERIA FOR PERSONNEL ACTIONS **Department of Library Administration** **(Revised January 28, 2010)**

The following guidelines were developed to provide all library tenure-track faculty a list of minimum expectations and specific requirements necessary to be considered for retention, tenure, and promotion. Candidates should examine all six sections of this document (I. Faculty Retention Years 1–3; II. Faculty Retention Years 4–5; III. Faculty Tenure; IV. Promotion to Assistant Professor; V. Promotion to Associate Professor; and VI. Promotion to Professor) as they plan their progress toward tenure and promotion.

Tenure and promotion in the Department of Library Administration require excellence in the area of academic assignment, scholarship, and service to the university, community, and profession. The established departmental expectations and guidelines for personnel adhere most strongly to the APSU Policy 5:060 statement as follows: *“It should also be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one (1) area but less active or successful in others may well be contributing more to the well-being of the university than someone adequate in all areas but outstanding in none.”*

For purposes of retention, tenure, and promotion, the Department of Library Administration is affiliated with the College of Behavioral and Health Sciences. The Director of Library Services serves as the chair of the Department of Library Administration.

Mentoring

The Director of the Library will assign all tenure-track faculty a mutually agreed upon colleague from tenured faculty who will:

- mentor and be a resource person for the faculty member;
- conduct peer reviews of the faculty member’s teaching; and
- provide guidance to the faculty member in preparing the dossier in the appropriate format.

I. Faculty Retention Years 1–3

The most important elements to be considered are consistency and growth from one year to the next, as well as meeting or exceeding minimum standards. If there is a question of retaining or not, the candidate’s effectiveness in Academic Assignment will receive greater emphasis than Research/Scholarship/Creative Activities or Professional Contributions and Activities. (See: **APSU Policy 5:060.IV – Overview. General Criteria.**)

A. Effectiveness in Academic Assignment

Although their non-teaching assignment may be the greater part of their overall academic assignment, librarians have a regular teaching responsibility. Library faculty members conduct formal classes in information literacy and provide one-on-one instruction to students, faculty, community members, and others. The faculty member must also demonstrate knowledge to successfully complete their assigned non-teaching responsibilities. Wide-ranging knowledge of essential library functions as well as proficiency in planning, developing, implementing and administering library services are essential. The two areas of teaching and non-teaching assignments are indispensable components of a library faculty member’s effectiveness in academic assignment. It is this mixture of teaching

and non-teaching assignment that makes it an imperative that tenure-track candidate's narratives clearly describe growth and effectiveness.

1. Teaching Assignments (APSU Policy 5:060.IV.A.1)

- a. Peer review of instruction; in years 1–3, candidates for retention must obtain at least one peer review each year. Peer reviews in years 1–2 are used in a formative manner and are not required to be placed in the dossier, although they may be included if the candidate wishes. One of these peer reviews must be conducted by the candidate's mentor, and all peer reviews must be shared and discussed with the mentor. In year 3 at least one peer review must be included in the dossier.
- b. If feasible, course and curricular development or improvements, either for library instruction or for a subject specific course component of library instruction
- c. Effectiveness in developing and using a variety of materials and methods in library instruction about bibliographic resources
- d. In-service library resource training
- e. Student evaluations, if available, should show consistent average or above average performance.

2. Non-teaching Assignments (APSU Policy 5:060.IV.A.2)

- a. Effectiveness in the areas of assigned responsibilities at a level appropriate to their rank
- b. Evidence of increasing knowledge of librarianship
- c. Positive assessment of interpersonal relations (teamwork, cooperation, interaction with public), work ethics (dependability, attitude), and, if appropriate, supervisory skills, as observed by coworkers and senior faculty members
- d. Growth in and strengthening of competencies in librarianship
- e. Effective leadership in improving library organization, procedures, services, and communication
- f. Establishing and maintaining productive working relationships with other faculty, students, staff, and general public
- g. Effectiveness in academic department liaison responsibilities, including collection development and outreach to constituents

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

The dossier must show a record of continuous professional activity; the candidate must complete Groups A-C activities that are cumulatively worth at least 3 points during the period of years 1-3 of the probationary appointment.

Activities not listed may still count toward attaining tenure; however, the candidate must supply a rationale for inclusion before the faculty member begins to update his/her dossier. The departmental tenure committee will determine in which group to place such an activity. At the request of the candidate, the department chair will convene a meeting expressly for this purpose.

1. Group A (3 points each)

- a. Article published in a peer-reviewed journal (regional, national, or international sponsor/focus)
- b. Scholarly article of any kind published with student co-author(s)
- c. Book (scholarly, applied scholarship, pedagogical, first-edition textbook)

- d. Chapter in a peer-reviewed or editorially-reviewed scholarly or pedagogical book
- e. Successful completion of a doctoral dissertation

2. Group B (2 points each)

- a. Article published in a peer-reviewed journal (local or state sponsor/focus)
- b. Article published in a non-peer-reviewed journal (regional, national, or international sponsor/focus)
- c. Paper presented at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- d. Presentation at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- e. Poster session at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- f. Invited speaker, panel participant or panel facilitator at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- g. Conference proceeding of at least 1,000 words in a scholarly or professional source
- h. Book review of at least 1,000 words published in a scholarly or professional journal
- i. Book written for a lay audience, intended to popularize the discipline
- j. Editor of a book of readings
- k. Revision of a textbook or publication of an instructor's manual for a textbook
- l. Research monograph such as a final report to a grant funding agency
- m. Significant technical report to a discipline-based association
- n. Publication of a discipline-based software product
- o. Online course development
- p. Full or half-day workshop conducted at a professional meeting (regional, national, or international sponsor/focus)
- q. Writing and receiving an external grant, fellowship or award
- r. Significant scholarly or research contributions to a published monograph when acknowledged by the author (e.g., in the book's foreword)

3. Group C (1 point each)

- a. Any article published in a non-peer-reviewed journal (local or state sponsor/focus) or a newsletter
- b. Paper presented at a scholarly or professional meeting (local or state sponsor/focus)
- c. Presentation at a scholarly or professional meeting (local or state sponsor/focus)
- d. Poster session at a scholarly or professional meeting (local or state sponsor/focus)
- e. Invited speaker, panel participant or panel facilitator at a scholarly or professional meeting (local or state sponsor/focus)
- f. Conference proceeding of less than 1,000 words in a scholarly or professional source
- g. Book review of less than 1,000 words published in a scholarly or professional journal
- h. Peer-reviewed university or local special exhibit or presentation
- i. Database, software, website, or tutorial creation or development
- j. Creation and development of a research guide

- k. Information literacy or technology literacy course integration
- l. Full or half-day workshop conducted at a professional meeting (local or state sponsor/focus)
- m. Writing and submitting an unfunded external grant, fellowship or award

4. Group D (0 points)

The following are examples of work products and activities that would not be considered acceptable as indicators of research/scholarship/creative activities.

- a. Completion of annual requirements to maintain a professional certification
- b. Working/in-progress papers and manuscripts (may represent an intermediate indicator of progress toward tenure and should be noted in the dossier)
- c. In-house presentations at department-level faculty research seminars or student clubs
- d. Newspaper editorials/letters
- e. Attendance at in-house seminars
- f. Activities for local community service or religious organizations
- g. University service (e.g., Faculty Senate, University committees, etc.)
- h. Completion of course work toward a doctoral degree

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

Service to one's university, discipline, and community is a significant component of a faculty member's dossier. This service should complement activities in the areas of Academic Assignment and Research/Scholarship/Creative Activities. Excellence in one area of service may compensate for less activity in another area. Activities that are considered to be service to one's profession or community include, but are not limited to, the following examples:

1. Service to the University

- a. Committee work or other administrative service
- b. Participation or leadership in the university's governing and policy-making processes
- c. Advisor to a student organization
- d. Membership and service in appropriate learned and honorary societies
- e. Other university service

2. Service to One's Discipline

- a. Membership and service in professional organizations at the state, regional, national, or international levels
- b. Leadership in professional organizations at the state, regional, national, or international levels
 - 1.) Officer/board member
 - 2.) Committee chair
 - 3.) Session chair
- c. Professional service
 - 1.) Paper/proposal reviewer
 - 2.) Editor
- d. Membership and service in appropriate discipline-specific learned and honorary societies

3. Service to the Community

- a. Discipline-related presentations/lectures to community groups

- 1.) Teaching information literacy sessions to K-12 students
 - 2.) Providing outreach to local librarians (e.g., how to use the Tennessee Electronic Library databases)
 - 3.) Conducting library tours for area high school students
 - 4.) Assisting special libraries (medical, law, business, church, etc.)
- b. Discipline-related advice and consultations to community groups
 - c. Other discipline-related service to the local community or larger society

4. Professional Development

- a. Conference attendance at the state, regional, national, or international level
- b. Participation in continuing education opportunities such as training, workshops, and seminars
- c. Participation in online continuing education opportunities such as webinars and webcasts for faculty

II. Faculty Retention Years 4–5

As in years 1–3, the most important elements to be considered are consistency and growth from one year to the next, as well as meeting or exceeding minimum standards. Likewise as in years 1–3, the candidate’s effectiveness in Academic Assignment will receive greater emphasis than Research/Scholarship/ Creative Activities or Professional Contributions and Activities when there is a question of retaining or not. (See: **APSU Policy 5:060.IV – Overview. General Criteria.**)

A. Effectiveness in Academic Assignment

Although their non-teaching assignment may be the greater part of their overall academic assignment, librarians have a regular teaching responsibility. Library faculty members conduct formal classes in information literacy and provide one-on-one instruction to students, faculty, community members, and others. The faculty member must also demonstrate knowledge to successfully complete their assigned non-teaching responsibilities. Wide-ranging knowledge of essential library functions as well as proficiency in planning, developing, implementing and administering library services are essential. The two areas of teaching and non-teaching assignments are indispensable components of a library faculty member’s effectiveness in academic assignment. It is this mixture of teaching and non-teaching assignment that makes it an imperative that tenure-track candidate’s narratives clearly describe growth and effectiveness.

1. Teaching Assignments (APSU Policy 5:060.IV.A.1)

- a. Peer review of instruction; in years 4–5, candidates for retention must obtain at least two peer reviews, one in year 4 and one in year 5. At least one of the peer reviews must be conducted by the candidate’s mentor. A peer review must be placed in the candidate’s dossier in year 4, and a second peer review must be placed in the dossier in year 5.
- b. If feasible, course and curricular development or improvements, either for library instruction or for a subject specific course component of library instruction
- c. Effectiveness in developing and using a variety of materials and methods in library instruction about bibliographic resources
- d. In-service library resource training
- e. Student evaluations, if available, should show consistent average or above average performance.

2. Non-teaching Assignments (APSU Policy 5:060.IV.A.2)

- a. Effectiveness in the areas of assigned responsibilities at a level appropriate to their rank
- b. Evidence of increasing knowledge of librarianship
- c. Positive assessment of interpersonal relations (teamwork, cooperation, interaction with public), work ethics (dependability, attitude), and, if appropriate, supervisory skills, as observed by coworkers and senior faculty members
- d. Growth in and strengthening of competencies in librarianship
- e. Effective leadership in improving library organization, procedures, services, and communication
- f. Establishing and maintaining productive working relationships with other faculty, students, staff, and general public
- g. Effectiveness in academic department liaison responsibilities, including collection development and outreach to constituents

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

To attain tenure, the candidate must complete Groups A-C activities that are cumulatively worth at least nine (9) points by the time the dossier is submitted for review during the sixth (tenure decision) year; at least three (3) of the nine (9) required points must come from a Group A activity. (Group A activities are worth 3 points each, Group B activities are worth 2 points each, and Group C activities are worth one point each.)

Significant progress toward completion of these activities must occur during years 4-5 of the probationary appointment.

Activities not listed may still count toward attaining tenure; however, the candidate must supply a rationale for inclusion before the faculty member begins to update his/her dossier. The departmental tenure committee will determine in which group to place such an activity. At the request of the candidate, the department chair will convene a meeting expressly for this purpose.

1. Group A (3 points each)

- a. Article published in a peer-reviewed journal (regional, national, or international sponsor/focus)
- b. Scholarly article of any kind published with student co-author(s)
- c. Book (scholarly, applied scholarship, pedagogical, first-edition textbook)
- d. Chapter in a peer-reviewed or editorially-reviewed scholarly or pedagogical book
- e. Successful completion of a doctoral dissertation

2. Group B (2 points each)

- a. Article published in a peer-reviewed journal (local or state sponsor/focus)
- b. Article published in a non-peer-reviewed journal (regional, national, or international sponsor/focus)
- c. Paper presented at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- d. Presentation at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- e. Poster session at a scholarly or professional meeting (regional, national, or international sponsor/focus)

- f. Invited speaker, panel participant or panel facilitator at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- g. Conference proceeding of at least 1,000 words in a scholarly or professional source
- h. Book review of at least 1,000 words published in a scholarly or professional journal
- i. Book written for a lay audience, intended to popularize the discipline
- j. Editor of a book of readings
- k. Revision of a textbook or publication of an instructor's manual for a textbook
- l. Research monograph such as a final report to a grant funding agency
- m. Significant technical report to a discipline-based association
- n. Publication of a discipline-based software product
- o. Online course development
- p. Full or half-day workshop conducted at a professional meeting (regional, national, or international sponsor/focus)
- q. Writing and receiving an external grant, fellowship or award
- r. Significant scholarly or research contributions to a published monograph when acknowledged by the author (e.g., in the book's foreword)

3. Group C (1 point each)

- a. Any article published in a non-peer-reviewed journal (local or state sponsor/focus) or a newsletter
- b. Paper presented at a scholarly or professional meeting (local or state sponsor/focus)
- c. Presentation at a scholarly or professional meeting (local or state sponsor/focus)
- d. Poster session at a scholarly or professional meeting (local or state sponsor/focus)
- e. Invited speaker, panel participant or panel facilitator at a scholarly or professional meeting (local or state sponsor/focus)
- f. Conference proceeding of less than 1,000 words in a scholarly or professional source
- g. Book review of less than 1,000 words published in a scholarly or professional journal
- h. Peer-reviewed university or local special exhibit or presentation
- i. Database, software, website, or tutorial creation or development
- j. Creation and development of a research guide
- k. Information literacy or technology literacy course integration
- l. Full or half-day workshop conducted at a professional meeting (local or state sponsor/focus)
- m. Writing and submitting an unfunded external grant, fellowship or award

4. Group D (0 points)

The following are examples of work products and activities that would not be considered acceptable as indicators of research/scholarly/creative activities.

- a. Completion of annual requirements to maintain a professional certification
- b. Working/in-progress papers and manuscripts (may represent an intermediate indicator of progress toward tenure and should be noted in the dossier)
- c. In-house presentations at department-level faculty research seminars or student clubs
- d. Newspaper editorials/letters

- e. Attendance at in-house seminars
- f. Activities for local community service or religious organizations
- g. University service (e.g., Faculty Senate, University committees, etc.)
- h. Completion of course work toward a doctoral degree

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

Service to one's university, discipline, and community is a significant component of a faculty member's dossier. This service should complement activities in the areas of Academic Assignment and Research/Scholarship/Creative Achievement. It is expected that a faculty member will become increasingly involved in the campus, discipline, and larger community throughout his/her career at the university. The faculty member should demonstrate that participation in this area is commensurate with his/her term at APSU, and that such activity will continue in the future. Excellence in one area of service may compensate for less activity in another area. Activities that are considered to be service to one's profession or community include, but are not limited to, the following examples:

1. Service to the University

- a. Committee work or other administrative service
- b. Service on Faculty Senate or special task forces
- c. Participation or leadership in the university's governing and policy-making processes
- d. Advisor to a student organization
- e. Membership and service in appropriate learned and honorary societies
- f. Other university service

2. Service to One's Discipline

- a. Membership and service in professional organizations at the state, regional, national, or international levels
- b. Leadership in professional organizations at the state, regional, national, or international levels
 - 1.) Officer/board member
 - 2.) Committee chair
 - 3.) Session chair
- c. Professional service
 - 1.) Paper/proposal reviewer
 - 2.) Editor
- d. Membership and service in appropriate discipline-specific learned and honorary societies

3. Service to the Community

- a. Discipline-related presentations/lectures to community groups
 - 1.) Teaching information literacy sessions to K-12 students.
 - 2.) Providing outreach to local librarians (e.g., how to use the Tennessee Electronic Library databases)
 - 3.) Conducting library tours for area high school students
 - 4.) Assisting special libraries (medical, law, business, church, etc.)
- b. Discipline-related advice and consultations to community groups
- c. Other discipline-related service to the local community or larger society

4. Professional Development

- a. Conference attendance at the state, regional, national, or international level

- b. Participation in continuing education opportunities such as training, workshops, and seminars
- c. Participation in online continuing education opportunities such as webinars and webcasts for faculty

III. Faculty Tenure

It is incumbent upon candidates to read **APSU Policy 5.060.III – Consideration for Tenure** for essential details of the tenure process. Typically, a faculty member must seek tenure in the sixth year of the probationary period. Obtaining tenure is not automatic; the most important elements to be considered are consistency and growth from one year to the next, as well as meeting or exceeding minimum standards. As in years 1–5, the candidate’s effectiveness in Academic Assignment will receive greater emphasis than Research/Scholarship/Creative Activities or Professional Contributions and Activities when there is a question of retaining or not. (See: **APSU Policy 5:060.IV – Overview. General Criteria.**)

A. Effectiveness in Academic Assignment

Although their non-teaching assignment may be the greater part of their overall academic assignment, librarians have a regular teaching responsibility. Library faculty members conduct formal classes in information literacy and provide one-on-one instruction to students, faculty, community members, and others. The faculty member must also demonstrate knowledge to successfully complete their assigned non-teaching responsibilities. Wide-ranging knowledge of essential library functions as well as proficiency in planning, developing, implementing and administering library services are essential. The two areas of teaching and non-teaching assignments are indispensable components of a library faculty member’s effectiveness in academic assignment. It is this mixture of teaching and non-teaching assignment that makes it an imperative that tenure-track candidate’s narratives clearly describe growth and effectiveness.

1. Teaching Assignments (APSU Policy 5:060.IV.A.1)

- a. Peer review of instruction; at least one peer review conducted by a tenured faculty member during year 6 must be placed in the dossier.
- b. If feasible, course and curricular development or improvements, either for library instruction or for a subject specific course component of library instruction
- c. Effectiveness in developing and using a variety of materials and methods in library instruction about bibliographic resources
- d. In-service library resource training
- e. Student evaluations, if available, should show consistent average or above average performance.

2. Non-teaching Assignments (APSU Policy 5:060.IV.A.2)

- a. Effectiveness in the areas of assigned responsibilities at a level appropriate to their rank
- b. Evidence of increasing knowledge of librarianship
- c. Positive assessment of interpersonal relations (teamwork, cooperation, interaction with public), work ethics (dependability, attitude), and, if appropriate, supervisory skills, as observed by coworkers and senior faculty members
- d. Growth in and strengthening of competencies in librarianship
- e. Effective leadership in improving library organization, procedures, services, and communication

- f. Establishing and maintaining productive working relationships with other faculty, students, staff, and general public
- g. Effectiveness in academic department liaison responsibilities, including collection development and outreach to constituents

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

To attain tenure, the candidate must complete Groups A-C activities that are cumulatively worth at least nine (9) points; at least one activity must come from Group A below. The following point values are assigned to activities falling under each group: Group A activities are worth 3 points each, Group B activities are worth 2 points each, and Group C activities are worth one point each.

Activities not listed may still count toward attaining tenure; however, the candidate must supply a rationale for inclusion before the faculty member begins to update his/her dossier. The departmental tenure committee will determine in which group to place such an activity. At the request of the candidate, the department chair will convene a meeting expressly for this purpose.

1. Group A (3 points each)

- a. Article published in a peer-reviewed journal (regional, national, or international sponsor/focus)
- b. Scholarly article of any kind published with student co-author(s)
- c. Book (scholarly, applied scholarship, pedagogical, first-edition textbook)
- d. Chapter in a peer-reviewed or editorially-reviewed scholarly or pedagogical book
- e. Successful completion of a doctoral dissertation

2. Group B (2 points each)

- a. Article published in a peer-reviewed journal (local or state sponsor/focus)
- b. Article published in a non-peer-reviewed journal (regional, national, or international sponsor/focus)
- c. Paper presented at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- d. Presentation at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- e. Poster session at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- f. Invited speaker, panel participant or panel facilitator at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- g. Conference proceeding of at least 1,000 words in a scholarly or professional source
- h. Book review of at least 1,000 words published in a scholarly or professional journal
- i. Book written for a lay audience, intended to popularize the discipline
- j. Editor of a book of readings
- k. Revision of a textbook or publication of an instructor's manual for a textbook
- l. Research monograph such as a final report to a grant funding agency
- m. Significant technical report to a discipline-based association
- n. Publication of a discipline-based software product
- o. Online course development

- p. Full or half-day workshop conducted at a professional meeting (regional, national, or international sponsor/focus)
- q. Writing and receiving an external grant, fellowship or award
- r. Significant scholarly or research contributions to a published monograph when acknowledged by the author (e.g., in the book's foreword)

3. Group C (1 point each)

- a. Any article published in a non-peer-reviewed journal (local or state sponsor/focus) or a newsletter
- b. Paper presented at a scholarly or professional meeting (local or state sponsor/focus)
- c. Presentation at a scholarly or professional meeting (local or state sponsor/focus)
- d. Poster session at a scholarly or professional meeting (local or state sponsor/focus)
- e. Invited speaker, panel participant or panel facilitator at a scholarly or professional meeting (local or state sponsor/focus)
- f. Conference proceeding of less than 1,000 words in a scholarly or professional source
- g. Book review of less than 1,000 words published in a scholarly or professional journal
- h. Peer-reviewed university or local special exhibit or presentation
- i. Database, software, website, or tutorial creation or development
- j. Creation and development of a research guide
- k. Information literacy or technology literacy course integration
- l. Full or half-day workshop conducted at a professional meeting (local or state sponsor/focus)
- m. Writing and submitting an unfunded external grant, fellowship or award

4. Group D (0 points)

The following are examples of work products and activities that would not be considered acceptable as indicators of research/scholarly/creative activities.

- a. Completion of annual requirements to maintain a professional certification
- b. Working/in-progress papers and manuscripts (may represent an intermediate indicator of progress toward tenure and should be noted in the dossier)
- c. In-house presentations at department-level faculty research seminars or student clubs
- d. Newspaper editorials/letters
- e. Attendance at in-house seminars
- f. Activities for local community service or religious organizations
- g. University service (e.g., Faculty Senate, University committees, etc.)
- h. Completion of course work toward a doctoral degree

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

Service to one's university, discipline, and community is a significant component of a faculty member's dossier. This service should complement activities in the areas of Academic Assignment and Research/Scholarship/Creative Achievement. It is expected that a faculty member will become increasingly involved in the campus, discipline, and larger community throughout his/her career at the university. The faculty member should demonstrate that participation in this area is commensurate with his/her term at APSU, and that such activity

will continue in the future. Excellence in one area of service may compensate for less activity in another area. Activities that are considered to be service to one's profession or community include, but are not limited to, the following examples:

1. Service to the University

- a. Committee work or other administrative service
- b. Service on Faculty Senate or special task forces
- c. Participation or leadership in the university's governing and policy-making processes
- d. Advisor to a student organization
- e. Membership and service in appropriate learned and honorary societies
- f. Other university service

2. Service to One's Discipline

- a. Membership and service in professional organizations at the state, regional, national, or international levels
- b. Leadership in professional organizations at the state, regional, national, or international levels
 - 1.) Officer/board member
 - 2.) Committee chair
 - 3.) Session chair
- c. Professional service
 - 1.) Paper/proposal reviewer
 - 2.) Editor
- d. Membership and service in appropriate discipline-specific learned and honorary societies

3. Service to the Community

- a. Discipline-related presentations/lectures to community groups
 - 1.) Teaching information literacy sessions to K-12 students
 - 2.) Providing outreach to local librarians (e.g., how to use the Tennessee Electronic Library databases)
 - 3.) Conducting library tours for area high school students
 - 4.) Assisting special libraries (medical, law, business, church, etc.)
- b. Discipline-related advice and consultations to community groups
- c. Other discipline-related service to the local community or larger society

4. Professional Development

- a. Conference attendance at the state, regional, national, or international level
- b. Participation in continuing education opportunities such as training, workshops, and seminars
- c. Participation in online continuing education opportunities such as webinars and webcasts for faculty

IV. Promotion to Assistant Professor – Not Applicable

(Library faculty are appointed with terminal degrees at the Assistant Professor rank.)

V. Promotion to Associate Professor

At least three (3) years of teaching or equated experience shall be required for promotion to Associate Professor. The most important elements to be considered are consistency and growth from one year to the next, as well as meeting or exceeding minimum standards. If there is a question of promoting or not, the candidate's effectiveness in Academic Assignment will receive greater emphasis than Research/Scholarship/Creative Activities or Professional Contributions and Activities. (See: **APSU Policy 5.061.IV.C – Academic Ranks. Associate Professor.**)

A. Effectiveness in Academic Assignment

Although their non-teaching assignment may be the greater part of their overall academic assignment, librarians have a regular teaching responsibility. Library faculty members conduct formal classes in information literacy and provide one-on-one instruction to students, faculty, community members, and others. The faculty member must also demonstrate knowledge to successfully complete their assigned non-teaching responsibilities. Wide-ranging knowledge of essential library functions as well as proficiency in planning, developing, implementing and administering library services are essential. The two areas of teaching and non-teaching assignments are indispensable components of a library faculty member's effectiveness in academic assignment. It is this mixture of teaching and non-teaching assignment that makes it an imperative that tenure-track candidate's narratives clearly describe growth and effectiveness.

1. Teaching Assignments (APSU Policy 5:060.IV.A.1)

- a. Peer review of instruction; at least one peer review conducted by a tenured faculty member during the year in which promotion is being sought must be placed in the dossier.
- b. If feasible, course and curricular development or improvements, either for library instruction or for a subject specific course component of library instruction
- c. Effectiveness in developing and using a variety of materials and methods in library instruction about bibliographic resources
- d. In-service library resource training
- e. Student evaluations, if available, should show consistent average or above average performance.

2. Non-teaching Assignments (APSU Policy 5:060.IV.A.2)

- a. Effectiveness in the areas of assigned responsibilities at a level appropriate to their rank
- b. Evidence of increasing knowledge of librarianship
- c. Positive assessment of interpersonal relations (teamwork, cooperation, interaction with public), work ethics (dependability, attitude), and, if appropriate, supervisory skills, as observed by coworkers and senior faculty members
- d. Growth in and strengthening of competencies in librarianship
- e. Effective leadership in improving library organization, procedures, services, and communication
- f. Establishing and maintaining productive working relationships with other faculty, students, staff, and general public

- g. Effectiveness in academic department liaison responsibilities, including collection development and outreach to constituents

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

To attain promotion to Associate Professor, the candidate must complete Groups A-C activities that are cumulatively worth at least nine (9) points; at least three (3) of the nine (9) required points must come from Group A below. The following point values are assigned to activities falling under each group: Group A activities are worth 3 points each, Group B activities are worth 2 points each, and Group C activities are worth one point each.

Activities must occur at the rank of Assistant Professor at Austin Peay, and must be completed by the time the dossier is submitted for review.

Activities not listed may still count toward attaining promotion; however, the candidate must supply a rationale for inclusion before the faculty member begins to update his/her dossier. The departmental promotion committee will determine in which group to place such an activity. At the request of the candidate, the department chair will convene a meeting expressly for this purpose.

1. Group A (3 points each)

- a. Article published in a peer-reviewed journal (regional, national, or international sponsor/focus)
- b. Scholarly article of any kind published with student co-author(s)
- c. Book (scholarly, applied scholarship, pedagogical, first-edition textbook)
- d. Chapter in a peer-reviewed or editorially-reviewed scholarly or pedagogical book
- e. Successful completion of a doctoral dissertation

2. Group B (2 points each)

- a. Article published in a peer-reviewed journal (local or state sponsor/focus)
- b. Article published in a non-peer-reviewed journal (regional, national, or international sponsor/focus)
- c. Paper presented at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- d. Presentation at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- e. Poster session at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- f. Invited speaker, panel participant or panel facilitator at a scholarly or professional meeting (regional, national, or international sponsor/focus)
- g. Conference proceeding of at least 1,000 words in a scholarly or professional source
- h. Book review of at least 1,000 words published in a scholarly or professional journal
- i. Book written for a lay audience, intended to popularize the discipline
- j. Editor of a book of readings
- k. Revision of a textbook or publication of an instructor's manual for a textbook
- l. Research monograph such as a final report to a grant funding agency
- m. Significant technical report to a discipline-based association
- n. Publication of a discipline-based software product
- o. Online course development

- p. Full or half-day workshop conducted at a professional meeting (regional, national, or international sponsor/focus)
- q. Writing and receiving an external grant, fellowship or award
- r. Significant scholarly or research contributions to a published monograph when acknowledged by the author (e.g., in the book's foreword)

3. Group C (1 point each)

- a. Any article published in a non-peer-reviewed journal (local or state sponsor/focus) or a newsletter
- b. Paper presented at a scholarly or professional meeting (local or state sponsor/focus)
- c. Presentation at a scholarly or professional meeting (local or state sponsor/focus)
- d. Poster session at a scholarly or professional meeting (local or state sponsor/focus)
- e. Invited speaker, panel participant or panel facilitator at a scholarly or professional meeting (local or state sponsor/focus)
- f. Conference proceeding of less than 1,000 words in a scholarly or professional source
- g. Book review of less than 1,000 words published in a scholarly or professional journal
- h. Peer-reviewed university or local special exhibit or presentation
- i. Database, software, website, or tutorial creation or development
- j. Creation and development of a research guide
- k. Information literacy or technology literacy course integration
- l. Full or half-day workshop conducted at a professional meeting (local or state sponsor/focus)
- m. Writing and submitting an unfunded external grant, fellowship or award

4. Group D (0 points)

The following are examples of work products and activities that would not be considered acceptable as indicators of research/scholarly/creative activities.

- a. Completion of annual requirements to maintain a professional certification
- b. Working/in-progress papers and manuscripts (may represent an intermediate indicator of progress toward tenure and should be noted in the dossier)
- c. In-house presentations at department-level faculty research seminars or student clubs
- d. Newspaper editorials/letters
- e. Attendance at in-house seminars
- f. Activities for local community service or religious organizations
- g. University service (e.g., Faculty Senate, University committees, etc.)
- h. Completion of course work toward a doctoral degree

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

Service to one's university, discipline, and community is a significant component of a faculty member's dossier. This service should complement activities in the areas of Academic Assignment and Research/Scholarship/Creative Achievement. It is expected that a faculty member will become increasingly involved in the campus, discipline, and larger community throughout his/her career at the university. The faculty member should demonstrate that participation in this area is commensurate with his/her term at APSU, and that such activity will continue in the future with faculty member demonstrating greater responsibilities.

Excellence in one area of service may compensate for less activity in another area. Activities that are considered to be service to one's profession or community include, but are not limited to, the following examples:

1. Service to the University

- a. Committee work or other administrative service
- b. Service on Faculty Senate or special task forces
- c. Participation or leadership in the university's governing and policy-making processes
- d. Advisor to a student organization
- f. Membership and service in appropriate learned and honorary societies
- g. Other university service

2. Service to One's Discipline

- a. Membership and service in professional organizations at the state, regional, national, or international levels
- b. Leadership in professional organizations at the state, regional, national, or international levels
 - 1.) Officer/board member
 - 2.) Committee chair
 - 3.) Session chair
- c. Professional service
 - 1.) Paper/proposal reviewer
 - 2.) Editor
- d. Membership and service in appropriate discipline-specific learned and honorary societies

3. Service to the Community

- a. Discipline-related presentations/lectures to community groups
 - 1.) Teaching information literacy sessions to K-12 students
 - 2.) Providing outreach to local librarians (e.g., how to use the Tennessee Electronic Library databases)
 - 3.) Conducting library tours for area high school students
 - 4.) Assisting special libraries (medical, law, business, church, etc.)
- b. Discipline-related advice and consultations to community groups
- c. Other discipline-related service to the local community or larger society

4. Professional Development

- a. Conference attendance at the state, regional, national, or international level
- b. Participation in continuing education opportunities such as training, workshops, and seminars
- c. Participation in online continuing education opportunities such as webinars and webcasts for faculty

VI. Promotion to Professor

Promotion to this rank is not a reward for long service; rather, it recognizes superior achievement and assumes an expectation of continuing contributions to the university and to the larger academic community. (See: **APSU Policy 5.061.IV.D – Academic Ranks. Professor.**) At least five (5) years of service at the rank of Associate Professor shall be the normal expectations for promotion to Professor. The most important element to be considered is demonstrated productivity of an increasing extent and scope in all areas of evaluation.

A. Effectiveness in Academic Assignment

Although their non-teaching assignment may be the greater part of their overall academic assignment, librarians have a regular teaching responsibility. Library faculty members conduct formal classes in information literacy and provide one-on-one instruction to students, faculty, community members, and others. The faculty member must also demonstrate knowledge to successfully complete their assigned non-teaching responsibilities. Wide-ranging knowledge of essential library functions as well as proficiency in planning, developing, implementing and administering library services are essential. The two areas of teaching and non-teaching assignments are indispensable components of a library faculty member's effectiveness in academic assignment. It is this mixture of teaching and non-teaching assignment that makes it an imperative that tenure-track candidate's narratives clearly describe growth and effectiveness.

1. Teaching Assignments (APSU Policy 5:060.IV.A.1)

- a. Peer review of instruction; the dossier must contain at least two reports of classroom observations, conducted during the most recent five years prior to the application for promotion.
- b. If feasible, course and curricular development or improvements, either for library instruction or for a subject specific course component of library instruction
- c. Effectiveness in developing and using a variety of materials and methods in library instruction about bibliographic resources
- d. In-service library resource training
- e. Student evaluations, if available, should show consistent average or above average performance.

2. Non-teaching Assignments (APSU Policy 5:060.IV.A.2)

- a. Effectiveness in the areas of assigned responsibilities at a level appropriate to their rank
- b. Evidence of increasing knowledge of librarianship
- c. Positive assessment of interpersonal relations (teamwork, cooperation, interaction with public), work ethics (dependability, attitude), and, if appropriate, supervisory skills, as observed by coworkers and senior faculty members
- d. Growth in and strengthening of competencies in librarianship
- e. Effective leadership in improving library organization, procedures, services, and communication
- f. Establishing and maintaining productive working relationships with other faculty, students, staff, and general public
- g. Effectiveness in academic department liaison responsibilities, including collection development and outreach to constituents

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

To attain promotion to Professor, the candidate must complete Groups A-C activities that are cumulatively worth at least nine (9) points; at least one activity must come from Group A below. The following point values are assigned to activities falling under each group: Group A activities are worth 3 points each, Group B activities are worth 2 points each, and Group C activities are worth one point each.

Activities must occur at the rank of Associate Professor at Austin Peay, and must be completed by the time the dossier is submitted for review.

Activities not listed may still count toward attaining promotion; however, the candidate must supply a rationale for inclusion before the faculty member begins to update his/her dossier. The departmental promotion committee will determine in which group to place such an activity. At the request of the candidate, the department chair will convene a meeting expressly for this purpose.

1. Group A (3 points each)

- a. Article published in a peer-reviewed journal (national or international sponsor/focus)
- b. Scholarly article of any kind published with student co-author(s)
- c. Book (scholarly, applied scholarship, pedagogical, first-edition textbook)
- d. Chapter in a peer-reviewed or editorially-reviewed scholarly or pedagogical book
- e. Successful completion of a doctoral dissertation

2. Group B (2 points each)

- a. Article published in a peer-reviewed journal (local, state, or regional sponsor/focus)
- b. Article published in a non-peer-reviewed journal (national or international sponsor/focus)
- c. Paper presented at a scholarly or professional meeting (national or international sponsor/focus)
- d. Presentation at a scholarly or professional meeting (national or international sponsor/focus)
- e. Poster session at a scholarly or professional meeting (national or international sponsor/focus)
- f. Invited speaker, panel participant or panel facilitator at a scholarly or professional meeting (national or international sponsor/focus)
- g. Conference proceeding of at least 1,500 words in a scholarly or professional source
- h. Book review of at least 1,500 words published in a scholarly or professional journal
- i. Book written for a lay audience, intended to popularize the discipline
- j. Editor of a book of readings
- k. Revision of a textbook or publication of an instructor's manual for a textbook
- l. Research monograph such as a final report to a grant funding agency
- m. Significant technical report to a discipline-based association
- n. Publication of a discipline-based software product
- o. Online course development
- p. Full or half-day workshop conducted at a professional meeting (national or international sponsor/focus)

q. Writing and receiving an external grant, fellowship or award

3. Group C (1 point each)

- a. Any article published in a non-peer-reviewed journal (local, state, or regional sponsor/focus) or a newsletter
- b. Paper presented at a scholarly or professional meeting (local, state, or regional sponsor/focus)
- c. Presentation at a scholarly or professional meeting (local, state, or regional sponsor/focus)
- d. Poster session at a scholarly or professional meeting (local, state, or regional sponsor/focus)
- e. Invited speaker, panel participant or panel facilitator at a scholarly or professional meeting (local, state, or regional sponsor/focus)
- f. Conference proceeding of less than 1,500 words in a scholarly or professional source
- g. Book review of less than 1,500 words published in a scholarly or professional journal
- h. Peer-reviewed university or local special exhibit or presentation
- i. Database, software, website, or tutorial creation or development
- j. Creation and development of a research guide
- k. Information literacy or technology literacy course integration
- l. Full or half-day workshop conducted at a professional meeting (local or state sponsor/focus)
- m. Significant scholarly or research contributions to a published monograph when acknowledged by the author (e.g., in the book's foreword)
- n. Writing and submitting an unfunded external grant, fellowship or award

4. Group D (0 points)

The following are examples of work products and activities that would not be considered acceptable as indicators of research/scholarly/creative activities.

- a. Completion of annual requirements to maintain a professional certification
- b. Working/in-progress papers and manuscripts
- c. In-house presentations at department-level faculty research seminars or student clubs
- d. Newspaper editorials/letters
- e. Attendance at in-house seminars
- f. Activities for local community service or religious organizations
- g. University service (e.g., Faculty Senate, University committees, etc.)
- h. Completion of course work toward a doctoral degree

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

Service to one's university, discipline, and community is a significant component of a faculty member's dossier. This service should complement activities in the areas of Academic Assignment and Research/Scholarship/Creative Achievement. It is expected that a faculty member will become increasingly involved in the campus, discipline, and larger community throughout his/her career at the university. The faculty member should demonstrate that participation in this area is commensurate with his/her term at APSU, and that such activity will continue in the future with faculty member demonstrating greater responsibilities and leadership roles. Activities that are considered to be service to one's profession or community include, but are not limited to, the following examples:

1. Service to the University

- a. Participation in a leadership role on a committee or other administrative service
- b. Service in a leadership role on Faculty Senate or special task forces
- c. Participation or leadership in the university's governing and policy-making processes
- d. Advisor to a student organization
- e. Member of a university-wide search committee
- f. Leadership role in appropriate learned and honorary societies
- g. Leadership role in other university service

2. Service to One's Discipline

- a. Significant leadership role in professional organizations at the state, regional, national, or international levels (e.g., officer of TLA or SELA, sectional committee chair for ALA or IFLA)
- b. Leadership in professional organizations at the state, regional, national, or international levels
 - 1.) Officer/board member
 - 2.) Committee chair
 - 3.) Session chair
- c. Professional service
 - 1.) Paper/proposal reviewer
 - 2.) Editor
- d. Leadership role in appropriate discipline-specific learned and honorary societies

3. Service to the Community

- a. Discipline-related presentations/lectures to community groups
 - 1.) Teaching information literacy sessions to K-12 students
 - 2.) Providing outreach to local librarians (e.g., how to use the Tennessee Electronic Library databases)
 - 3.) Conducting library tours for area high school students
 - 4.) Assisting special libraries (medical, law, business, church, etc.)
- b. Discipline-related advice and consultations to community groups
- c. Other discipline-related service to the local community or larger society

4. Professional Development

- a. Conference attendance at the state, regional, national, or international level
- b. Participation in continuing education opportunities such as training, workshops, and seminars
- c. Participation in online continuing education opportunities such as webinars and webcasts for faculty