

LIBRARIES

Criteria Factors Considered by Libraries Tenure & Promotion Committee and Dean of University Libraries and Instructional Technology in Tenure and Promotion Application

The general criteria for tenure or promotion in academic rank are delivery of reference, cataloging or archive services, collection development, intercommunication, professional development, and committee service.

Delivery of Reference Service

The following factors should be considered for determining excellence in the delivery of reference services.

- a. comprehensive knowledge of reference sources
- b. demonstrated ability to positively respond to patron research questions including ability to conduct appropriate research interview
- c. demonstrated ability to conduct reference in a variety of formats
- d. adherence to the reference desk schedule and scheduling procedures
- e. positive interaction with student, faculty, and other patrons while being sensitive to different languages, cultures, and learning styles
- f. good teaching approaches, as determined by the librarians as a group, development of handouts tailored to course content, ability to interact with and encourage participation of students during instruction
- g. demonstrated ability to develop search strategy, conduct database search, change strategy, and understand patron research needs
- h. demonstrated ability to assist patrons in evaluating the quality of information found
- i. demonstrated ability to search library automation systems (e.g., online catalog, database searching)
- j. publication of well-written LibGuides, research guides, reference policies/procedures, annual reports, etc.
- k. appropriate management of individually assigned responsibilities
- l. demonstrated ability to prioritize many reference responsibilities
- m. thorough knowledge of all library policies, procedures, and services to appropriately respond to patron inquiries
- n. familiarity with relevant University policies, procedures, practices, and services
- o. keeping abreast of current trends in the delivery of reference services
- p. demonstrated initiative, independence, creativity, and ability to analyze and evaluate
- q. demonstrated ability to make decisions in areas of responsibility
- r. delegation of responsibilities as appropriate

Delivery of Cataloging Services

The following factors should be considered for determining excellence in delivery of cataloging services.

- a. comprehensive knowledge of sources, standards, and rules for cataloging all types of materials
- b. demonstrated ability to classify resources in all formats, assigning call numbers and determining appropriate subject entries while conforming to national standards
- c. demonstrated ability to assess quality of online records, selecting records most appropriate for libraries/media holdings
- d. demonstrated ability to positively respond to staff cataloging questions
- e. demonstrated ability to work with cataloging portions of libraries' automation systems (e.g. OCLC, Alma)
- f. publication of well-written cataloging policies and procedures, annual reports, etc.
- g. appropriate management of any individually assigned cataloging responsibility
- h. demonstrated ability to prioritize many cataloging responsibilities
- i. thorough knowledge of all library policies, procedures, and services in order to appropriately respond to patron needs through the cataloging functions
- j. knowledge of relevant University policies, procedures, practices, and services
- k. keeping abreast of current trends in the delivery of cataloging services
- l. initiative, independence, creativity, and ability to analyze and evaluate
- m. demonstrated ability to make decisions in areas of responsibility
- n. delegation of responsibilities as appropriate

Delivery of Archive and Special Collections

The following factors should be considered for determining excellence in the delivery of archive and special collection services.

- a. comprehensive knowledge of resources in archives
- b. demonstrated ability to positively respond to patron questions
- c. positive interaction with student, faculty, and other patrons while being sensitive to different languages, cultures, and learning styles
- d. demonstrated ability to positively respond to staff archive and special collection questions
- e. demonstrated ability to work with and develop digital projects
- f. publication of well-written archive and special collection policies and procedures, annual reports, etc.
- g. ability to acquire and evaluate archive materials for retention or disposal
- h. demonstrated ability to prioritize many responsibilities
- i. thorough knowledge of all library policies, procedures, and services in order to respond to patron needs
- j. familiarity with relevant University policies, procedures, practices, and services
- k. keeping abreast of current trends in the delivery of archive and special collection services
- l. initiative, independence, creativity, and ability to analyze and evaluate
- m. demonstrated ability to make decisions in areas of responsibility
- n. delegation of responsibilities as appropriate

Collection Development

The ability to select appropriate resources for the collection is crucial to serving the primary clientele and for the advancement of Libraries/IDS in the academic sector. Components of this criterion are:

- a. thorough knowledge of the curriculum in discipline(s) assigned to librarian liaison
- b. demonstrated knowledge of general collection development reviewing tools and strong familiarity with subject-specific discipline collection development sources
- c. demonstrated knowledge of, and adherence to, Libraries/IDS Collection Development Policy
- d. familiarity with language/terminology of assigned disciplines
- e. demonstrated knowledge of core collections within assigned disciplines
- f. demonstrated ability to work with faculty in making selections
- g. ability to review current holdings making recommendations to continue, discontinue, or weed
- h. submission of orders within established timelines and within budget
- i. reviews gift resources in timely manner
- j. demonstrated ability to use ordering tools

Intercommunication

The development of good working relationships is highly dependent on the ability to communicate with one another. The factors which should be considered include:

- a. demonstrated ability to work with students, faculty, staff, and/or general patrons, listening and responding appropriately
- b. ability to communicate respectfully and cooperate with coworkers in order to maintain an effective work environment
- c. demonstrated ability to communicate orally, including ability to listen and understand; ability to prepare well-written, effective documents
- d. participate and contribute to Libraries/IDS meetings
- e. approachable
- f. ability to offer, accept, and utilize constructive criticism
- g. ability to inspire as well as participate in teamwork, group and individual leadership skills
- h. ability to train, instruct, and provide appropriate background information for decisions and procedures
- i. demonstrate respect for the dignity and uniqueness of all

Professional Development

Professional development activities are important to the ongoing education and enhancement of skills of a librarian and may be demonstrated by the following.

- a. membership and active participation in one or more state or national library associations
- b. presentations at professional conferences; regional, national, international; proceedings published on same; poster sessions or panelist at professional conference or workshop

- c. workshops delivered or attended, regional or national
- d. graduate courses completed
- f. publication of internal LibGuides, departmental manual, etc.
- h. publications in professional journals (refereed or otherwise) of regional, national, or international renown, full articles, commentaries, or reviews
- i. publications in non-professional journals, magazines, newspapers, trade publications, depending on their readership, geographical coverage, specialization
- j. publication of books, book chapters, booklets, pamphlets, manuals, etc. in area of specialization
- k. research undertaken, completed and documented; grant or research proposals submitted

Committee Service

The following activities could be considered as demonstrating service.

- a. membership and active participation in committees/teams of the University Libraries/Instructional Design Studio
- b. membership and active participation in formal committees and/or shared governance committees/teams of the University
- c. membership and active participation in committees of state and national professional associations
- d. membership and active participation in other professional committees appropriate to one's area of responsibility
- e. involvement in activities outside the University such as the business community, local governments, community projects, service institutions, etc.
- f. participation in various activities within the University (e.g. UDMPU, fund raising, alumni activities, student clubs etc.)

Other

There are other general factors which are important but do not fit under the previous criteria. They may include but are not limited to:

- a. demonstrated ability to analyze problems determining appropriate courses of actions or solutions
- b. demonstrated ability to assume, adapt, share, and relinquish responsibilities
- c. ability to maintain objectivity, use good judgment, be adaptable, be flexible
- d. ability to manage time and resources
- e. ability to work independently or as part of a team