

Edith Garland Dupré Library MERIT, TENURE AND PROMOTION GUIDELINES

There are three areas in which Library faculty are to be evaluated for merit, tenure and promotion: Job Performance; Research; Service to the Profession, Library, University and the Community. A master's degree in library science or equivalent from a program accredited by the American Library Association is accepted as the terminal degree. Librarians at the University of Louisiana at Lafayette hold faculty status as well as rank, so the following minimum criteria apply.

I. MERIT

It must be emphasized that for merit, tenure and promotion, job performance is the most important element. In all that follows, it is expected that job performance is and has been exemplary. As with the teaching faculty, the evaluations and annual performance rankings of Library faculty members will be based in large part on what they have accomplished in all areas subject to evaluation using the rubrics created by the Library.

In keeping with the intent of the University's Faculty Workload document, Library faculty members must submit annually to the Dean of Libraries their library and research goals using the Planning section of the Library Faculty Annual Evaluation Form. Additionally, tenure-track Library faculty members will meet with their immediate supervisors to discuss these library and research goals for the coming year. Once consensus has been reached, both the supervisor and the faculty member will sign the document. The tenure-track faculty members will then discuss their goals with the Dean of Libraries. A copy of the goals will be placed in the faculty member's personnel folder.

A. Instructor of Library Science

Library faculty members at the rank of Instructor are primarily evaluated on job performance. They may choose to do research if they wish to advance their careers, but it is not required. On their annual evaluation form they may choose tracks 1, 2, 3, 4 or 5, depending on the weight they wish to be given to job performance and research.

The University recognizes three levels of Instructor: Instructor, Senior Instructor and Master Instructor. The rank of Instructor, regardless of the level, is a non-tenurable rank.

B. Assistant Professor, Associate Professor and Professor of Library Science

Library faculty at the rank of Assistant Professor, Associate Professor or Professor must select one of these four tracks: 2, 3, 4 or 5 on the annual evaluation form. This requirement applies to both tenured and untenured faculty at these ranks.

II. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Library faculty must apply for promotion to Associate Professor in the same year they apply for tenure. Candidates prepare a single portfolio that serves as application for both tenure and promotion. At the end of the sixth year, the results of the evaluation will be made known to the faculty member. For a person hired with a one-year probationary period, the evaluation will be conducted during the first semester of employment.

Assistant professors shall be eligible for tenure after serving the established probationary period, and an application for tenure and promotion will usually be considered simultaneously. An Assistant Professor applying for tenure may be granted tenure and denied promotion to Associate Professor in the same period, but only in the most unusual cases.

Extending the Probationary Tenure Track Period

See the UL Lafayette Faculty Handbook, Section V, Faculty Personnel Policies
http://academicaffairs.louisiana.edu/sites/academicaffairs/files/Section%20V-Faculty%20Personnel%203_22_16%20Approved.pdf

Tenure Evaluation and Notification

See the UL Lafayette Faculty Handbook, Section V, Faculty Personnel Policies
http://academicaffairs.louisiana.edu/sites/academicaffairs/files/Section%20V-Faculty%20Personnel%203_22_16%20Approved.pdf

A link exists between merit category and a tenure and promotion recommendation. A candidate for tenure and promotion to associate professor is expected to have received a majority of annual performance evaluation ratings at the higher levels (4 or 5) from the Dean of Libraries in the years immediately preceding the application for tenure and promotion. These recommendations indicate that the candidate is producing exemplary job performance, scholarship and service.

Tenure and promotion to the Associate Professor rank is based upon actual performance as well as future potential. In addition to excellence in the practice of librarianship, the individual should have a demonstrated record of achievement in research, publication and other scholarly endeavors; service to the University; and continued professional growth. The advancement to the rank of Associate Professor carries no presumption of further promotion.

A. Job Performance

Candidates for tenure and promotion must present a record of exemplary job performance, show continued commitment to the Library and the profession of librarianship (this term is assumed to include archival enterprise when appropriate), and demonstrate their potential for further advancement in the field. Librarians are expected, as they progress to a higher rank, to represent a level of achievement and expertise commensurate with that rank.

The highly interactive nature of research libraries and research institutions requires that Library faculty be able to work effectively with a wide variety of students, faculty and staff in all areas of the Library and the University, and with colleagues in the profession. The practice of librarianship takes place in a variety of settings. In keeping with the multifaceted nature of the discipline, Library faculty members engage in a broad spectrum of activities. As specialists in providing access to information, Library faculty are involved in the development of resources; collections and information systems; bibliographic control and organization; instruction; reference and outreach services; and administration and planning.

The Merit, Tenure and Promotion Committee will look for evidence that the candidate has mastered his/her job and performs it effectively. Evidence from annual evaluations, and interviews and/or written comments from co-workers and from faculty outside the Library with whom the candidate has professional contact may be used to support the candidate's application. Evaluation of professional responsibilities should include but is not limited to the following:

- a. High level of job performance, which includes working independently and with initiative, judgment and decision-making abilities, quality of completed work assignments, the ability to set and accomplish appropriate performance goals, and the knowledge of the specifics of one's assigned responsibilities and the demonstrated skill in performing those responsibilities.
- b. General knowledge of the profession, which includes keeping abreast of trends, issues, new ideas and technological changes in librarianship; leading, collaborating in or attending workshops, training or faculty development opportunities; a demonstrated effectiveness in applying one's expertise to bibliographic techniques; developing timely access to research-level information resources; and offering user-centered library services to support research and teaching in order to meet the needs of the University community.
- c. Commitment to the Library's mission to support fully the instructional and research programs of the University by providing access to information through the teaching, acquisition, organization and preservation of information resources in all formats to the University's academic community, the region and the state.
- d. Understanding of the organization, policies, procedures and services of the Library, and a demonstrated ability to serve the Library's clientele through interpretation of these policies and procedures.
- e. Demonstrated ability to work cooperatively and collaboratively with Library personnel and University faculty and administration to further the goals of the Library and the University.

If the faculty member is in a supervisory position:

- f. Effectiveness in leadership, administration and supervision of a department of the Library. Ability to train, coordinate and evaluate personnel, as well as to assist and delegate work in the performance of specific functions essential to the operations of the Library.

B. Research

In addition to exemplary job performance, the tenure and promotion candidate must demonstrate a continuing record of professional research.

Many types of research, published or unpublished, may contribute to the candidate's body of work. Librarians starting their careers often begin by producing book reviews, articles in non-refereed journals, poster sessions at conferences, contributions to standard reference publications, grant proposals and/or instructional materials.

To receive tenure and promotion, more is necessary. The candidate must have an increasingly impressive bibliography in some or all of the following: publications in refereed journals, books or contributions to books; presentations at state or national conferences, workshops or other activities developed by the candidate for a national audience; editorships or editorial contributions for scholarly publications; major research projects; and funded grant proposals.

Since the main responsibility of a librarian is to provide access to information, attention will also be given to instructional materials and library finding aids. These may range from point-of-use instructional materials to lengthy bibliographies, online research guides to digital resources, or to finding aids for manuscript or archival collections. The weight given in this area will be based on depth and rigor of scholarship.

Published materials may be in print or electronic format. The importance of the material will be judged by the reputation of the publisher and the scholarly nature of the research. Publications will be evaluated in light of purpose, audience, and potential contributions to the interests of the University or the profession. Grants will vary in weight depending on the stature of the granting agency, the amount awarded and the benefit to the Library and University.

C. Service to the Profession, Library, University and the Community

Academic librarians must continue their intellectual and professional development. This is exhibited by academic achievement and continuing education through such means as independent study, course work in library science or allied fields and attendance at conferences and workshops. A doctorate or a second master's degree in an academic discipline related to their professional activities is further evidence of academic achievement.

The successful candidate will be active in professional associations and learned societies appropriate to the faculty member's position within the Library. Membership in professional organizations and attendance at conferences are not in themselves evidence of service to the profession, though they are necessary first steps. Service to the profession can take many forms: serving on committees, holding office, presenting or developing programs or workshops, participating in panels, organizing conferences and/or providing consultation services. Documentation of service should include a summary of the activities of the committee or organization during the librarian's term of service and a summary of the librarian's contribution to the success of those activities. In evaluating professional service, the Merit, Tenure and Promotion Committee will take into account the importance of the committee or office in the organization, the level of the organization served (state, regional, national or international) and the value of the librarian's contribution to the success of the endeavor. Librarians should have a record of active participation with increasing responsibility and leadership in professional job-related organizations.

As members of the Faculty, librarians have a responsibility to serve the Library and the University through serving on committees and organizations, advising students on academic or personal matters, serving as advisor to student groups and participating in University events and outreach activities. Candidates for tenure and promotion are expected to demonstrate a sustained commitment to the Library and the University through a record of committee membership at both levels. Documentation of service should include a summary of the activities of the committee or organization and the librarian's contribution to the success of those activities.

Librarians also have a responsibility to serve the larger community by participating in civic organizations, serving as a professional consultant, serving on an accrediting or certification agency or group, creating or coordinating a community initiative and/or volunteering in the community. Such service includes activities that utilize the librarian's professional expertise; service on public boards; and other voluntary efforts that enhance the quality of life in the community. Again, documentation of service should include a summary of the activities of the organization and the librarian's contribution to the success of those activities.

The Continuity of Tenure

Tenured faculty shall retain their status until they retire, resign, or are terminated for cause or as a result of financial exigency. Because faculty members hold tenure with an institution through an academic structural unit, termination for financial exigency is at the structural unit level or at the institution level as determined by procedures, which include faculty participation.

III. PROMOTION TO OTHER RANKS

In accordance with general University criteria for promotion as outlined in the Faculty Handbook, and in keeping with the goals of the Library as stated by the Library administration, the Committee will recommend to the Dean qualified faculty members for consideration for

promotion in rank. A master's degree in library science from a program accredited by the American Library Association is accepted as the terminal degree.

In considering promotions, the following are general criteria:

A. Instructor

The University recognizes three levels of Instructor: Instructor, Senior Instructor and Master Instructor. The rank of Instructor, regardless of the level, is a non-tenurable rank.

Instructor: Because job performance and service are the primary focus of Instructors, it is understood that faculty employed as Instructors will demonstrate continued intellectual competence and professional development, as well as effectiveness in their assigned library responsibilities. The Instructor level is an initial stage, growing in expertise and beginning to make contributions to the Library and the University, as well as showing the potential of moving toward excellence in the field and achieving the rank of Senior Instructor.

Senior Instructor: Candidates for Senior Instructor should generally have served a minimum of five years as Instructor at UL Lafayette or elsewhere and should demonstrate current expertise in the field of library science. The candidate has taken on additional responsibilities and duties during this time period. The candidate should demonstrate a professional contribution and commitment to the Library, the University and the profession on several levels. A candidate for promotion to Senior Instructor is expected to have received a majority of annual performance evaluation ratings at the higher levels (4 or 5) from the Dean of Libraries in the years immediately preceding the application for promotion. A Senior Instructor can become eligible for promotion to Master Instructor after serving a minimum of five years as Senior Instructor.

Master Instructor: Master Instructors will generally have served a minimum of ten years at an Instructor level at UL Lafayette or elsewhere. The candidate should have taken on additional responsibilities and duties during this time period. The individual should be recognized as library faculty who leads efforts to improve Library and institutional effectiveness. Often Master Instructors hold leadership roles in professional societies. This candidate has potentially begun a record of scholarly achievement. A candidate for promotion to Master Instructor is expected to have received a majority of annual performance evaluation ratings at the higher levels (4 or 5) from the Dean of Libraries in the years immediately preceding the application for promotion.

In addition to being eligible for promotion to Senior Instructor and Master Instructor, in exceptional cases an Instructor of any level may be recommended for promotion to Assistant Professor, so long as he/she possesses a strong job performance record, a strong record of scholarly, creative, and/or research productivity, as well as evidence of professional contributions to the Library, institution and profession. Promotion to the rank

of Assistant Professor requires a record of successful fulfillment of criteria at the lower level.

B. Assistant Professor

The rank of Assistant Professor is based upon performance as well as potential. A strong job performance record must be present, as well as evidence of professional contributions to the Library, institution and profession. It is desirable that the individual possess a second master's degree; and there should be a clear indication that the individual has the aptitude of a successful academic librarian, will grow in professional stature, and will qualify eventually for tenure and promotion to Associate Professor.

C. Associate Professor

Promotion to the Associate Professor rank is based upon actual performance as well as future potential. In addition to excellence in the practice of librarianship, the individual should have a demonstrated record of achievement in research, publication and other scholarly endeavors; service to the University; and continued professional growth. The advancement to the rank of Associate Professor carries no presumption of further promotion.

Faculty members appointed at the rank of Associate Professor serve a probationary period approved by the President of the University, but not less than one year nor more than four years. For the purpose of the probationary period, credit may be given for prior service at other institutions with the mutual consent of the individual institution and the Board of Supervisors.

D. Professor

Promotion to the rank of Professor requires a record of successful fulfillment of criteria at the lower level. Promotion to this rank shall require outstanding achievements in the field of librarianship; scholarship and research; administration; and leadership at the local, regional and national level in the profession. A candidate for promotion to Professor is expected to have received a majority of annual performance evaluation ratings at the higher levels (4 or 5) from the Dean of Libraries in the years immediately preceding the application for promotion.

Faculty members initially employed at the rank of Professor may be granted tenure upon appointment or, at the discretion of the institution, may be required to serve a probationary period not to exceed four years. For the purpose of the probationary period, credit may be given for prior service at other institutions with the mutual consent of the individual institution and the Board of Supervisors.

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