

# Auraria Library Tenure Criteria 2021 Revision

## General and Specific Criteria for Evaluating Auraria Library Faculty for Promotion, Reappointment, and Tenure

Factors used to evaluate Auraria Library faculty are those commonly acknowledged in the discipline. These factors recognize that academic librarianship is a multifaceted discipline, that libraries are cooperative enterprises, and that successful academic librarianship requires continuing acquisition and application of professional and extra-disciplinary knowledge.

### 1.0 GENERAL CRITERIA

The general criteria for evaluating Auraria Library faculty for reappointment, promotion, tenure, and post-tenure review are the (1) practice of librarianship, (2) scholarly research and creative contributions, and (3) leadership and service.

To be awarded tenure, a library faculty member must demonstrate meritorious performance in the practice of librarianship, scholarly research and creative activities, and leadership and service, and in addition must demonstrate excellence in either the practice of librarianship or scholarly research and creative activities, as those categories are defined by those in the discipline.

Specific criteria related to the three general criteria are listed below. The lists are not inclusive.

### 2.0 SPECIFIC CRITERIA

#### 2.1 Practice of Librarianship

In keeping with the multifaceted nature of their discipline, Auraria Library faculty engage in a broad spectrum of activities. Library faculty are specialists in providing access to credible/scholarly information. This can involve selection, management, and evaluation of knowledge resources, learning collections, and discovery systems, bibliographic control and information organization, instruction, research and consultation services, and administrative leadership and project planning. The practice of librarianship takes place in a variety of settings. In accordance with each individual faculty member's job description, the practice of librarianship may or may not involve some of the functions and/or assignments covered in 2.1.1.



## 2.1.1 Activities encompassed in the term "Practice of Librarianship" might include:

- Developing and maintaining the Library's collections in support of the University's research and instructional missions, including recommendations for purchases, identification of disciplinary accreditation requirements, and anticipation of new program resources
- Providing intellectual and physical access to information in the research and instructional collections of the University and other information repositories and resources
- Providing and improving instruction through integration of information resources into the curriculum; development and application of technological innovations; development of curricular support, digital learning object collections, or other related work
- Developing and introducing significant innovations with respect to library collections, services or methods
- Interacting with library users at any level; developing and maintaining communication and interaction with other members of the University community
- Formulating and implementing the Library's policies and procedures related to the instructional mission of the Library and the University
- Managing human resources and developing and training effective faculty and staff
- Managing material and financial resources well aligned with the Library's strategic plan priorities
- Conducting individual or group instruction; delivering course-related lectures external to the Library
- Teaching or participating in teaching regularly scheduled credit courses
- Serving as a major thesis or dissertation advisor, or as member of a thesis committee
- Providing reference assistance and research consultation to library users

- Creation of websites, creation of digital learning objects, creation of digital learning environments, and the population of learning management systems with library resources

## 2.1.2 Measures by which the Practice of Librarianship is evaluated

Evidence considered in evaluating the Practice of Librarianship might include, but is not limited to, supervisory evaluations, assessments by those colleagues or other individuals who are in a position to have observed or overseen the candidate's performance in a substantive way, receipt of awards, student evaluations from classroom presentations, etc. Depending on the particular assignment and circumstances, other measures may be used as appropriate.

Meritorious performance assumes that the individual performs with initiative and efficiency to achieve results that are effective and significant. Librarianship will be considered meritorious when the evaluation process demonstrates that the candidate has made a positive and constructive impact on the Library and on its services, when the candidate has an above average knowledge and ability in his or her librarianship specialty, when the candidate incorporates new or proven knowledge into his or her library processes, procedures, or daily work, or when the candidate's colleagues rate him or her as effective in the job.

Excellent performance is at a level above meritorious performance in its quality and impact on the Library and on its services. Indicators of excellent performance may include, but is not limited to, the candidate's possession of outstanding knowledge and abilities in his or her librarianship specialty, or when the candidate is rated as excellent in his or her librarianship specialty by his colleagues, or when the candidate advances with the latest knowledge in the field and incorporates it into his or her library processes, or when the candidate develops new library practices that are adopted by others.

## 2.2 Scholarly Research and Creative Activities

Librarianship has a profile of scholarly endeavor that is particular to itself and that is appropriately acknowledged in the evaluation of the Auraria Library faculty members' achievements.

Progress in library and information science results from development of new principles and application of existing ones to professional theory and practice. The product of theoretical and applied research may appear in print or electronic publications as the work of a single author, as the work of a number of separately named individuals, or emanating from named groups such as professional associations. Scholarly work may also be communicated through unpublished

papers, presentations and reports to professional organizations, and other vehicles for dissemination of scholarship.

Much of the advancement of librarianship depends on formal cooperative efforts, oftentimes conducted under the auspices of professional organizations. Such activities are acknowledged as requiring application of knowledge and expertise equivalent to that demonstrated in independent research and publication. Although the results of such activities often result in publications in which authorship is credited to an organizational body rather than to individuals, it is understood that the members of the group that wrote the publication are its co-authors, and that the publication is in essence refereed, through the multiple review levels inherent in such publication.

Candidates are expected to contribute to the body of knowledge within their chosen discipline(s) or specialty(ies), building a record of scholarship with one or more coherent foci. Notwithstanding the value of cooperative scholarship within librarianship, candidates are expected to build a record that includes evidence of independent scholarship.

Because librarianship does not exist isolated from the community which it serves, but rather co-exists with and contributes to all the disciplines that it touches, scholarly endeavors of the Library's faculty members reflect this symbiosis, and often cross disciplinary boundaries, which can produce work published and presented in multidisciplinary forums through collaborative authorship.

## **2.2.1 Activities encompassed by the term "Scholarly Research and Creative Activity":**

Scholarly research and creative activities include conducting research and engaging in other scholarly activity that result in published or presented work that benefits librarianship or scholarship in any discipline related to the candidate's responsibilities within the Library, or related to the candidate's assigned or expressed role in University initiatives.

Contributions include, but are not limited to (in approximate descending order of importance):

- Single or co-authored books and monographs
- Textbooks within the area of specialty
- Edited or co-edited books of a scholarly nature, including refereed electronic books



- Refereed works: Articles in refereed journals, refereed chapters in books or refereed electronic publications, refereed papers at international, national, regional, state or local conferences and meetings
- Non-refereed works: Non-peer reviewed papers in proceedings, presentations, essays in encyclopedias, other scholarly papers and electronic publications, technical reports, chapters in books, electronic books, or journal articles, including invited conference publications, and presentations
- Receiving grant or contract funds, research awards, fellowships and scholarships
- Producing creative work related to the discipline or specialty. Such work includes, but is not limited to: films, tapes, exhibits, reports, compositions, audiovisual material and computer programs
- Writing abstracts, book reviews and reviews of creative activities

## **2.2.2 Measures by which Scholarly Research and Creative Activity is evaluated**

Evidence considered in evaluating Scholarly Research and Creative Activity includes but is not limited to the record of contributions in the areas listed above as reflected in the annual written evaluation and report of professional activities, and in the Curriculum Vitae; copies of publications, papers, grant applications, etc; published reviews; letters of evaluation from professional associates within and outside the Library and the University community; indications of role and standing of bodies through which scholarly contributions are made; awards received and other indications of professional standing; evidence of work under contract, in press, accepted, submitted, or in process; or formal or informal measures of impact, such as publisher download statistics for electronic versions of published articles.

Means of evaluating a contribution include the nature and standing of the outlet, whether it was subject to peer review, the type of publication, and the value of the contribution to the discipline. Internal evaluations are corroborated by the nature of the peer review that led to the publication, as well as by peer review from within and outside the University.

Contributions to scholarly works are assessed as to quality, including such factors as contribution to the discipline, originality, depth of analysis, validity of methods and findings, and the role an individual faculty member may have had in a collective work, etc. The body of scholarly and creative work is further considered in terms of its relationship to the overall body of work, including its relationship to the individual's focus in practice of librarianship and service.



In unusual circumstances (e.g., if the work is considered to be a major contribution to the field and is in press), items that have not yet been published may be taken into account in assessing a total record but, in general, items not yet published are considered mainly as evidence of potential or as an indicator of a level of continuing research activity.

Meritorious performance assumes that the individual performs with initiative and efficiency to achieve results that are effective and significant. Research / Creative work will be considered meritorious when the candidate has a focused and thriving research agenda, when the candidate is committed to an ongoing career of research, and when quality scholarly productivity resulting in the dissemination of research in reputable venues is occurring. For meritorious performance in research, the candidate will have demonstrated significant accomplishments in scholarly endeavors, which is synonymous with the generation of new knowledge. The faculty member's scholarship must provide compelling promise of continued creativity with respect to generating new observations, new concepts, and new interpretations related to the individual's scholarly endeavors.

Excellent performance is at a level above meritorious performance in quality and impact. Indicators of excellent performance may include, but are not limited to, the impact on the discipline or the field. The excellent distinction will be given to those candidates who have demonstrated a strong scholarly reputation, or who demonstrate superior peer-reviewed publications, grants, or other recognition of superior performance. For excellence in research, a candidate will have – through his or her scholarship – earned at least a national reputation. Excellence in scholarship is defined as systematic, long-term study which leads to mastery of one or more library or information science specialties with the clear promise of continuing contributions.

## **2.3 Leadership and Service**

Creation and implementation of programs, standards and guidelines that strengthen the position of the Auraria Library in regional, national and international information systems, further the teaching and research missions of the University, and extend the Library's teaching function to the community are essential to academic libraries. They require coordination and consensus within the discipline as a whole. Within librarianship, such coordination and consensus are developed and maintained mainly within professional organizations and related associations. Participation in such organizations is a primary vehicle for fulfillment of the substantial service involvement that is expected of the Auraria Library faculty. Library faculty are also expected to perform service activities within the University and their Departments. Additionally, library faculty contribute to regional library consortia by fostering and

managing resource sharing, a practice that benefits the library users within and beyond the library.

### **2.3.1 Activities encompassed by the terms “Leadership” and “Service” include:**

- Providing leadership in the profession through participation in international, national, regional, state and local professional associations
- Providing leadership through organizations that extend the resources of the University to the state, including local, regional, national, and international consortial engagement
- Performing service and providing leadership within the University through participation in committees and other programs
- Attracting, recruiting, and training talented and effective faculty to the Library, including service on search committees and participation in mentoring programs
- Planning, organizing or conducting professional seminars, workshops, conferences or programs, including in house presentation and local and regional venues
- Organizing conferences or seminars of local, regional, and national importance
- Editing journals or newsletters, reviewing manuscripts, etc.
- Appraising grant proposals, fellowship applications or other awards
- Providing pro bono professional consulting in a professional capacity as a public service
- Performing librarianship-related community service, such as work with civic and charitable organizations and groups, either as an individual or as a representative of the University

### **2.3.2 Measures by which Leadership and Service are evaluated**

Evidence considered in evaluating Leadership and Service includes but is not limited to the record of contributions in the areas listed above as reflected in the annual written evaluation and report of professional activities and in the Curriculum Vitae; indications of the role and standing of the organizations served; letters of evaluation from professional associates within and outside the Library and the University community; awards received; indications of professional standing.

Individual contributions are assessed as to quality and impact, including such factors as the nature, standing, and influence of the organization or body served; the



position held or function performed; contribution to the discipline, profession, or institution, etc. The body of service contributions is further considered in terms of its relationship to the overall body of work, including its relationship to the individual's focus in practice of librarianship and scholarly endeavors.

External evidence of a librarian's impact and importance in the field is also valuable and should be taken into account. Here the evaluation may, for instance, consider formal and informal measures of "impact factor," especially in the form of external letters attesting to candidates' impact beyond their library.

Service will be considered meritorious if the candidate has, at a minimum, contributed to the mission of the Library through cooperative participation on Library committees and activities and has, in addition, participated on University committees, such as, for example, faculty governance committees.

Demonstrated excellence in leadership and service are not part of the criteria for tenure; the expectations for service are relatively modest. Nevertheless, performance that is demonstrably above the level of meritorious will be considered excellent. Excellent service will be marked by leadership in Library and University committees, exemplary revision or creation of important committee or governance documents, and other outstanding committee work.

## **Promotion to Professor**

Promotion to Professor requires a record that, taken as a whole, is judged to be excellent, and a record, since receiving tenure and promotion to associate professor, that indicates substantial, significant, and continued growth, development, and accomplishment in librarianship, research, scholarship or creative work, and service.

In evaluating a candidate's record, the Library will assign primary weight to the candidate's performance subsequent to tenure and promotion to Associate Professor. The candidate is expected to have developed into a strong librarian in the broadest sense, to have mastered his or her particular library specialty or set of specialties, and to have made significant contributions to the mission of the Library and to the services it provides. The candidate must demonstrate that he or she has made a substantial and ongoing impact on scholarship in his or her field, to the point where he or she has achieved a strong national or international reputation among scholars in that area. The candidate is also expected to have accumulated a substantial record of service to the Library, University, and external and professional constituencies.

On the whole, he or she is expected to demonstrate the type of performance and leadership in the areas of librarianship, research, and leadership and service that



serves as an example to junior colleagues and plays a significant role in solidifying the Library's reputation as one of the best medium-sized academic libraries in the nation.

## **Post-Tenure Review (PTR)**

Every five years tenured faculty must undergo post-tenure review. More details about this process are found in APS #1022. The review process takes place during the spring semester. The Research Evaluation Committee (REC) will notify faculty members up for post-tenure review in March. The post-tenure review files are due to REC in May. The post-tenure review files are comprised of annual faculty evaluations and scores for each of the review areas (librarianship, scholarly and creative work, leadership and service) for the last five years.

The Library's post-tenure review process is outlined below:

1. After receiving the faculty's evaluations and scores, REC writes a report that evaluates and assigns a rating (outstanding, exceeding expectations, meeting expectations, below expectations, or fails to meet expectations) for each evaluative area (librarianship, scholarly and creative work, leadership and service) *and* an overall rating (the same 5-point scale) for the faculty member up for review.
2. The committee submits the draft report to the faculty member for review.
3. The faculty member reviews the report and approves or appends comments.
4. If the faculty member receives a rating of meets expectations or above in all areas AND an overall rating of 3 or above, the report is given to the Library Director, placed in the personnel file, and the PTR clock starts over.
5. If the faculty member receives an overall rating of below expectations or failing to meet expectations OR receives one of those ratings for any one of the evaluative areas, they must enter into a performance improvement agreement (PIA). See APS 5008 and Campus Administrative Policy 1050 for more information about PIAs.
6. If the goals of the PIA are met, the case is resolved and the PTR review cycle starts over.
7. If the goals of the PIA are not met, then an extensive review is initiated. The extensive review includes the creation of a development plan. The development plan covers a 1-2 year period. See APS 5008 and Campus Administrative Policy 1050 for more information about development plans.
8. If the development plan goals are met, the case is resolved and a normal review cycle takes over.
9. If the goals are not met, disciplinary action can be taken.
10. The Director reports the annual PTR results to the Provost.

## Meeting Expectations Criteria

According to APS #1022 the Library must have a definition of “meeting expectations” in its post-tenure review criteria.

An evaluation of “meeting expectations” assumes that the individual performs with initiative and efficiency to achieve results that are effective and significant.

Librarianship will be considered “meeting expectations” when the evaluation process demonstrates that the candidate has made a positive and constructive impact on the Library and on its services, when the candidate performs his or her assigned library processes, procedures, or daily work effectively, or when the candidate’s supervisor rate him or her as effective in the job.

The evaluation of scholarly research and creative works will be considered “meeting expectations” when the candidate has a focused research agenda of moderate output in reputable venues occurring.

Leadership and service will be considered “meeting expectations” if the candidate has, at a minimum, contributed to the mission of the Library through cooperative participation on Library committees and/or participated on University committees, such as, for example, faculty governance committees.

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