

**Western Kentucky University
Department of Library Public Services
Tenure and Promotion Guidelines**

Revised April 2021.

Revision Schedule

A committee composed of all tenured DLPS faculty members will review the above guidelines every five years to reflect changing departmental and University policies, or as requested by the Department Head/Chair.

Tenure and Promotion Guidelines

The Department of Library Public Services conducts the tenure and/or promotion process in accordance with the WKU Faculty Handbook and the University Libraries Guidelines for Performance, Promotion, and Tenure. If any guidelines, criteria, or processes contradict those stated in the Faculty Handbook, the Faculty Handbook will prevail.

The objective of DLPS Tenure and Promotion is to recognize a faculty member's demonstrated, sustained achievement in teaching effectiveness and professional effectiveness as an academic librarian, research/creative activity, and University/public service.

Demonstrated achievement means sustained outstanding performance, research commitment, and professional leadership to reach the level of Professor; and sustained effective performance, research accomplishment, and professional service at the level of Associate Professor. Achievement should show professional growth and increasing professional commitment each year as one moves toward promotion, tenure, and higher ranks throughout your career.

Each faculty member is responsible for assembling evidentiary documentation and submitting a portfolio according to established deadlines. The following materials should be included:

- a. A current curriculum vitae.
- b. Two or three letters of support.
- c. Narratives explaining accomplishments in and philosophies of professional effectiveness as an academic librarian, research/scholarship, and service during the review period.
- d. Documentation in support of teaching activities or professional effectiveness as an academic librarian.
- e. Documentation in support of research/scholarly activity.
- f. Documentation in support of service activities.

The promotion and tenure committees will make their own evaluation of the evidence submitted by the applicants. Each candidate is considered solely on their own merit and will not be evaluated vis-à-vis another candidate.

The Department Chair/Head's and Continuance Committee's annual evaluations are based on one year's performance, while tenure and promotion decisions are based on an accumulated record over a longer period. Meeting the Department's qualifications for favorable performance annually, as reflected in the annual evaluations performed by the Department Head and/or Continuance Committee, does not necessarily guarantee a positive tenure or promotion decision.

Criteria for Promotion, tenure-eligible ranks:

A. Professor:

1. Academic Qualifications:

Normally, a minimum of five years' experience at the rank of associate professor is required.

2. Teaching / Professional Effectiveness as an Academic Librarian:

Faculty members are expected to perform at a sustained outstanding level of teaching/professional effectiveness as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal.

They should possess a thorough and extensive knowledge of academic librarianship and provide distinctive contributions to the library. Demonstrated achievement in effectiveness as an academic librarian may include, but is not limited to, any of the following:

- a. Outstanding performance in academic librarianship.
- b. Extensive technical knowledge of academic librarianship.
- c. Distinctive contributions to outreach and student success.
- d. Dedicated performance in reference assistance, collection development and management, and library instruction.
- e. Teaching college-level courses outside of the library, or guest lectures.
- f. Innovative performance in teaching library skills to personnel, faculty, students, and/or the public through individual contact, workshops, seminars, training sessions, or classroom instruction.
- g. Successful application of new developments, techniques, and technologies in academic library service.

3. Research / Creative Activity:

Faculty members are expected to perform at a sustained outstanding level of research / creative activity as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal.

Demonstrated achievement in research and creative activity may include, but is not limited to, any of the following:

- a. Outstanding research or creative activity in an area of professional interest.
- b. Publication of books, edited works, or chapters of books [library related].
- c. Publication of articles in refereed library or other subject-related journals.
- d. Appointment as editor or member of the editorial board of a journal.
- e. Publication of book and media reviews in journals or newspapers.
- f. Publication of curricular materials.
- g. Presentation of papers or workshops at local, regional, or national professional or other scholarly meetings.
- h. Grants, fellowships, awards, and honors received.
- i. Work in progress that has been substantially completed (e.g., an article which has been accepted for forthcoming publication or a book under contract).
- j. Production and display of creative or artistic works.

4. University / Public Service:

Faculty members are expected to perform at a sustained outstanding level in University and public service as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. Each library faculty member is required to demonstrate significant and outstanding service to the University, the community, and the profession. Evidence of this service may include, but is not limited to, the following:

- a. Leadership in, or significant contributions to, departmental, library, or other University organizations, committees, or councils.
- b. Leadership in, or significant contributions to, professional organization, or. Active participation in local, state, regional, or national library or related organizations (“active” is defined as serving as a committee member or holding an office).
- c. Sponsorship of or advisor to University organizations such as Registered Student Organizations.
- d. Preparation of grant proposals for instruction, research, and administrative support activities.
- e. Significant contributions to appropriate community organizations, to community or governmental boards, agencies, or committees--i.e., membership, speeches, presentations, public appearances or consultations related to professional responsibilities.

B. Associate Professor Rank

1. Academic Qualifications:

Normally, a minimum of five years' experience at the rank of assistant professor is required.

2. Teaching / Professional Effectiveness as an Academic Librarian:

Faculty members are expected to perform at a sustained proficient level of teaching/professional effectiveness as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal.

They should possess broad knowledge of academic librarianship and provide substantive contributions to the library. Demonstrated achievement in effectiveness as an academic librarian may include, but is not limited to, any of the following:

- a. Effective performance in academic librarianship.
- b. Broad technical knowledge of academic librarianship.
- c. Substantive contributions to outreach and student success.
- d. Dedicated performance in reference assistance, collection development and management, and library instruction.
- e. Teaching college-level courses outside of the library, or guest lectures.
- f. Innovative performance in teaching library skills to personnel, faculty, students, and/or the public through individual contact, workshops, seminars, training sessions, or classroom instruction.
- g. Successful application of new developments, techniques, and technologies in academic library service.

3. Research / Creative Activity:

Faculty members are expected to perform at a sustained proficient level of research / creative activity as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal.

Demonstrated achievement in research and creative activity may include, but is not limited to, any of the following:

- a. Substantial research or creative activity in an area of professional interest.
- b. Publication of books, edited works, or chapters of books [library related].
- c. Publication of articles in refereed library or other subject-related journals.
- d. Appointment as editor or member of the editorial board of a journal.
- e. Publication of book and media reviews in journals or newspapers
- f. Publication of curricular materials.
- g. Presentation of papers or workshops at local, regional, or national professional or other scholarly meetings.

- h. Grants, fellowships, awards, and honors received.
- i. Work in progress that has been substantially completed (e.g., an article which has been accepted for forthcoming publication or a book under contract).

4. University / Public Service:

Faculty members are expected to perform at a sustained effective level in University and public service as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. Each library faculty member is required to demonstrate substantial service to the University, the community, and the profession. Evidence of this service may include, but is not limited to, the following:

- a. Active participation in departmental, library, or other University organizations, committees, or councils
- b. Active participation in professional organization, or. Active participation in local, state, regional, or national library or related organizations (“active” is defined as serving as a committee member or holding an office)
- c. Sponsorship of or advisor to University organizations such as Registered Student Organizations.
- d. Preparation of grant proposals for instruction, research, and administrative support activities
- e. Significant contributions to appropriate community organizations, to community or governmental boards, agencies, or committees--i.e., membership, speeches, presentations, public appearances or consultations related to professional responsibilities.

Criteria for Promotion, instructor ranks:

Instructor ranks are designed for faculty in ongoing, non-tenure eligible faculty positions whose primary responsibility is teaching as an academic librarian, but who may also have secondary responsibilities. In some instances, a senior instructor may substitute an expectation of research or creativity for some service. Faculty members in instructor positions are evaluated annually by the Department Head/Chair.

A. Senior Instructor

1. Academic Qualifications:

A master’s degree or baccalaureate degree with additional professional qualifications per Academic Affairs Policy 1.111. Experience: minimum of eight years’ service at the rank of Instructor II or equivalent. For individuals holding an appropriate terminal degree, this is reduced to a minimum of six years of service at the rank of Instructor II or equivalent.

2. Teaching Effectiveness as an Academic Librarian:

Faculty members are expected to perform at a sustained superior level of teaching/professional effectiveness as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal.

They should possess a thorough knowledge of academic librarianship and provide distinctive contributions to the library. Demonstrated achievement in effectiveness as an academic librarian may include, but is not limited to, any of the following:

- a. Superior performance in academic librarianship.
- b. Thorough technical knowledge of academic librarianship.
- c. Distinctive contributions to outreach and student success.
- d. Dedicated performance in reference assistance, collection development and management, and library instruction.
- e. Teaching college-level courses outside of the library, or guest lectures.
- f. Innovative performance in teaching library skills to personnel, faculty, students, and/or the public through individual contact, workshops, seminars, training sessions, or classroom instruction.
- g. Successful application of new developments, techniques, and technologies in academic library service.

3. University/Public Service:

Faculty members are expected to perform at a sustained superior level in University and public service as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. Each library faculty member is required to demonstrate significant service to the University, the community, and the profession. Evidence of this service may include, but is not limited to, the following:

- a. Significant contributions to departmental, library, or other University organizations, committees, or councils
- b. Significant contributions to professional organization, or. Active participation in local, state, regional, or national library or related organizations (“active” is defined as serving as a committee member or holding an office)
- c. Sponsorship of or advisor to University organizations such as Registered Student Organizations.
- d. Preparation of grant proposals for instruction, research, and administrative support activities
- e. Significant contributions to appropriate community organizations, to community or governmental boards, agencies, or committees--i.e., membership, speeches, presentations, public appearances or consultations related to professional responsibilities.

B. Instructor II

1. Academic Qualifications:

A master's degree or baccalaureate degree with additional professional qualifications per WKU Faculty Handbook Academic Affairs Policy 1.111. Experience: for individuals with an appropriate terminal degree, a minimum of six years of service at the rank of Instructor I or equivalent.

2. Teaching Effectiveness as an Academic Librarian:

Faculty members are expected to perform at a sustained proficient level of teaching/professional effectiveness as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal.

They should possess broad knowledge of academic librarianship and provide distinctive contributions to the library. Demonstrated achievement in effectiveness as an academic librarian may include, but is not limited to, any of the following:

- a. Effective performance in academic librarianship.
- b. Broad technical knowledge of academic librarianship.
- c. Substantive contributions to outreach and student success.
- d. Dedicated performance in reference assistance, collection development and management, and library instruction.
- e. Teaching college-level courses outside of the library, or guest lectures.
- f. Innovative performance in teaching library skills to personnel, faculty, students, and/or the public through individual contact, workshops, seminars, training sessions, or classroom instruction.
- g. Successful application of new developments, techniques, and technologies in academic library service.

3. University/Public Service:

Faculty members are expected to perform at a sustained effective level in University and public service as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. Each library faculty member is required to demonstrate significant and outstanding service to the University, the community, and the profession. Evidence of this service may include, but is not limited to, the following:

- a. Active participation in departmental, library, or other University organizations, committees, or councils
- b. Active participation in professional organization, or. Active participation in local, state, regional, or national library or related organizations ("active" is defined as serving as a committee member or holding an office)

- c. Sponsorship of or advisor to University organizations such as Registered Student Organizations.
- d. Preparation of grant proposals for instruction, research, and administrative support activities
- e. Significant contributions to appropriate community organizations, to community or governmental boards, agencies, or committees--i.e., membership, speeches, presentations, public appearances or consultations related to professional responsibilities.