

NSU Libraries

Retention, Promotion and Tenure Guidelines – 2011, Revised 2013, 2016, 2017, 2020

ACRL, 2005: All activities shall be judged by professional colleagues on and/or off the campus on the basis of their contribution to scholarship, the profession of librarianship, and library service. The basic criterion for promotion in academic rank is to perform professional level tasks that contribute to the educational and research mission of the institution.

Additional evidence for promotion in rank may include:

1. Contributions to the educational mission of the institution: for example, teaching (not necessarily in a classroom); organization of workshops, institutes or similar meetings; public appearances in the interest of librarianship or information transfer. Assessment by students and professional colleagues may contribute to this evaluation.
2. Contributions to the advancement of the profession: for example, active participation in professional and learned societies as a member.
3. Activities related to inquiry and research: for example, scholarly publication, presentation of papers, reviews of books and other literature, grants, consulting, service as a member of a team of experts, or other means of disseminating professional expertise.

Please refer to the timetable for various dates involved in the Retention, Promotion and Tenure process.

Library guidelines/Appendix C1:

Annual evaluation of non-tenured, non-tenure track library faculty will have the following modifications:

1. Cover page with name, Faculty Rank, Date and Purpose of review.
2. A brief, less than two-page narrative outline of activities and goal completion for the year.
3. Entries in each Portfolio section should apply only to the year being reviewed (January/December, calendar year). Do not use last five years for service category.
4. Extra exhibits and binders are not necessary, and are not recommended.
5. The goal should be to reduce redundancy in the compilation of the document.
6. Two-three goals should be set for the coming year.

The professional portfolio for **tenure and promotion** review will consist of a two-inch binder (or approximate equivalent number of pages if submitted using a CD, DVD, or other portable media) containing the following:

1. Current curriculum vitae.
2. A comprehensive reflective narrative: a three- to five-page narrative that synthesizes and interconnects the candidate's achievements in the three reviewed areas. The narrative unites all sections of the portfolio and ties achievements to NSU's mission, vision, and values. It should

also provide an opportunity to reflect on professional growth and/or areas needing improvement.

3. SELECTED evidence supporting progress in teaching, scholarship, and professional service.
4. All applicable letters of review.
5. Portfolio sections that describe and document achievements in each of the three review areas. Documentation shall be limited to the period under review, which includes the years since the candidate was hired in a tenure-track or tenured position at NSU. If the candidate was hired with any number of years credited toward tenure or promotion documentation should be included from those years as well.
6. Additional supporting material, stored separately within the college, may be made available by the candidate for review.

A. Effective Academic Librarianship

Range of activities may include but is not limited to:

- Provide assistance in answering questions and provide guidance in identifying, locating, and using resources and services.
- Design and conduct instructional sessions, classes, training programs, or workshops.
- Create tutorials, guides, workbooks, web pages, documentation, displays, exhibits, finding aids, bibliographies, inventories, and other materials for instruction, promotion, or use of library materials, resources, collections and services.
- Provide intellectual, physical, and virtual access to information, resources, and services both in the collections of the University and outside the Library .
- Create activities, programs, and publications to promote services, publicize the collection, and encourage the exchange of ideas in the academic community.
- Maintain contact with faculty and students to assess and develop collections to meet research and curricular needs.
- Meet frequently with faculty to discuss resources, organizing and distributing reviews, bibliographies, and other material .
- Assist and instruct students and faculty on the integration of information resources into the curriculum, development of curricular support, and accreditation support.
- Evaluate existing collections by performing collection analysis and usage studies.
- Provide access to collections through cataloging (authority control, classification, descriptive cataloging, electronic linking), inventory, web page development, digitization projects, and processing library and archival materials in an effective and useful manner to facilitate the use of the materials.
- Actively develop the library and/or archival collections through selection, grants, and seeking donations and gifts of library and archival materials, including making contacts, preliminary negotiation, promotion, etc. with potential vendors and donors.
- Initiate preservation activities to safeguard and maintain collections.
- Engage in thesis committee work, advisement, team-teaching, embedded librarianship and direct involvement in course and curriculum development.
- Maintain library catalog(s) and computer resources.

- Initiate and implement new ideas, programs, technology, library services, or alternative approaches to library services, procedures, or uses of space
- Acquire, organize, and effectively track methods for processing gifts, donations, and subscriptions, from vendors, organizations, and individuals.
- Contribute to development of professional or technical standards, either within the Library or the profession as a whole
- Demonstrate commitment to professional library ethics
- Obtain or work toward an advanced degree in librarianship or other academic/professional discipline
- Attend workshops, continuing education classes, webinars, or online lectures on librarianship
- Develop and improve professionally related skills such as use or development of software programs, computer programming knowledge, management techniques, interactive distance learning presentation skills, or foreign language proficiency
- Create original catalog records as a contribution to the shared efforts of libraries worldwide to describe recorded knowledge

B. Scholarly Activities

Range of activities may include but is not limited to:

Scholarship of Teaching and Learning:

- Develop Web-based training materials or other instructional media that teach research and receive use by other institutions.
- New courses and laboratories developed or major changes in such materials.
- Developing new courses.
- Course bibliographies.
- Advising and counseling students regarding course content.
- Experimental or innovative teaching.
- Supervision of theses or other student projects, internships for library media students.
- Grants for teaching improvement or curriculum development.
- Improvements in tools for access to library resources.

Scholarship of Discovery:

- Produce creative work supporting an area of academic inquiry relevant to the university. Work includes, but is not limited to, video or non-print formats, exhibits, reports, composites, audiovisual material, public media, and technology-based projects such as software development, web page content, Wiki content, blogs, and other electronic media.

Scholarship of Integration:

- Contribute to professional digital repositories.
- Curate digital collections.
- Production of edited works.
- Provide indexing or abstracting for a professional publication.
- Present scholarly research through library exhibits/displays.
- Write columns in journals, magazines, newsletters, etc., consistently published.
- Serve as a publication referee or on editorial boards.
- Engage in research in librarianship such as collection use studies, evaluation of services, trend studies, surveys, or measurement studies.
- Obtain additional education that results in tangible dissemination of related scholarship.
- Pursue or receive grants, awards, scholarships, internships, or other honors giving evidence of scholarly activity and achievement.

Scholarship of Application:

- Develop and compile bibliographies or other bibliographic aids for publication or to support professional meetings and programs.
- Publish book reviews or software reviews.
- Moderate listservs or electronic discussion groups.
- Receive honors, awards, or other professional recognition in the profession or from the University, etc.

C. Contributions to the Institution and Profession (last five years)

1. Committee service (type, role, and brief description of responsibilities)
2. Special university or community service
3. National, state or regional professional associations
4. Student organizations
5. Other

Institutional/University

- Participate in Library committees and task forces.
- Assist with planning and hosting receptions, lectures, readings and other special activities planned by the library.
- Sponsor student clubs or other academic or recreational activities; serve as a faculty sponsor or advisor on student activity projects.
- Volunteer as a service to students, faculty, and administration.
- Mentor other faculty members.
- Teach and/or develop instructional services, curricula, and programs beyond those specified in his/her primary assignment.
- Represent the library at NSU events, ie History Day, Media Day, etc.

Professional

- Direct or organize workshops, symposia, conferences, and seminars.
- Serve on committees of professional organizations at the local, state, regional, or national levels (e.g., ALA, ACRL, OLA, etc.).
- Serve on advisory boards that utilize professional expertise.

Community

- Participate in community service organizations or projects that relate to University goals.
- Serve as a trustee or on boards of directors of local, regional or global groups.
- Provide community service in reading, outreach, and literacy programs.
- Present to the community-at-large.
- Collaborate with libraries, schools, industry or other community agencies.
- Engage in consultative or service activities applying one's professional expertise.
- Perform outreach activities that benefit local communities or state organizations.
- Consult with and/or provide technical assistance for community organizations.
- Use problem analysis and problem solving skills to assist libraries and/or information providers in the community in their work.

D. Performance of Non-Teaching Semi-Administrative or Administrative or Administrative Duties (if applicable)

1. Effective supervision of staff, including training and supervision
 2. Development or improvement of library operations /services
 3. Development of policies / procedures for area of responsibility
- Actively participate and provide leadership in strategic management of the library by helping to set and implement goals and objectives, and participate in long-range planning and coordination of library services.
 - Demonstrate ability to set objectives, plan, organize, coordinate, and direct operations of departments within the library and their staff.
 - Effectively manage human resources, by developing effective library faculty, staff, and student workers.
 - Manage budget allocations for materials, systems, and services effectively.
 - Exercise responsibility and leadership, supervisory support, and mentoring within the Library, including effective supervision, maintenance of policy manuals, and creation of training materials.
 - Assume temporary duty assignments, responsibilities, and administrative duties.
 - Analyze data, statistics and other library metrics to assist informed decision making.

Recommended criteria for evaluation. Each librarian should use Appendix C of the Faculty Handbook and this document to compile his/her evaluation portfolio. Annotations with clear explanations of points are preferable to simple lists of activities.

Non-tenured, non-tenure track annual evaluation:

80-90% Academic Librarianship

10-20% Scholarship and/or Service

Tenure track, three year tenure review, promotion

60-80% Academic Librarianship

10-20% Scholarship

10-20% Service



NORTHEASTERN
STATE UNIVERSITY

**Review of Departmental
Promotion, Tenure and Post-Tenure Guidelines**

Name of Department:

NSU Libraries

College or Unit:

NSU Libraries

Semester / Year of Current Review:

Fall 2020

Semester / Year of Next Review:

Fall 2021

Department Faculty Vote Date:

N/A

Department Approval Signatures

Department Senior Faculty Member

Date

Department Chair

Date

Approval Signatures

~~College Dean~~

Executive Director

8/20/2020

Date

Provost / Vice President of Academic Affairs

8-24-2020

Date

Northeastern State University, President

9/10/2020
Date