

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. a

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

- 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