

## **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