

COLUMBUS STATE UNIVERSITY LIBRARIES

Guidelines for Faculty Promotion & Standards of Excellence

GUIDELINES FOR FACULTY PROMOTION

Included in this document are the descriptions of CSU Libraries' standards and guidelines for appointment and/or promotion to Assistant Professor, Associate Professor, and Professor.

To be appointed/promoted, faculty members must be eligible according to the guidelines in the Columbus State University's Faculty Handbook, the USG Board of Regents policy 8.3.1.2 and they must meet the following CSU Libraries standards as a faculty member in areas of job performance, professional growth, and service. In addition to these criteria, library faculty must hold the terminal degree. The terminal degree for a librarian is the Masters in Library Science from an ALA accredited library science program. The terminal degree for an Archivist is a Masters in History or Library Science with a specialty in Archival Management.

Procedures

The Dean of Libraries notifies eligible library faculty, in writing, of their eligibility for promotion.

According to the CSU Faculty Handbook, each eligible faculty member must notify the Dean, in writing, by a specified date of his/her intention to apply or not for consideration for promotion in the coming academic year. An eligible faculty member who chooses to go up for promotion is required to submit a dossier of materials that document his/her accomplishments. The candidates are encouraged to seek counsel from senior faculty members.

The initial evaluation of a faculty member and recommendation for promotion shall be the responsibility of the Library Personnel Committee. The Dean of Libraries appoints the Personnel Committee including the chair, during fall planning week. Committee members must be full time library faculty.

The Library Personnel Committee evaluates the dossier based on guidelines devised by the CSU Libraries faculty and makes recommendation in writing for or against

promotion. Library Personnel Committee may request additional information from the candidate as needed. The written and signed (by each committee member) recommendation should include an assessment of the candidate's performance/ accomplishments and justification for the Committee's recommendation. The written recommendation includes the vote of the Committee. A minority report can be submitted.

The CSU Libraries' Dean submits the candidate's dossier with his/her recommendation and the Committee's recommendation to the VPAA and will inform the candidate in writing of the recommendation.

The promotion dossier should be organized in categories and separated by dividers. The following categories should be used, preferably in the following order:

- Application for promotion (See Appendix)
- Table of Contents
- Statement/letter of intention to seek promotion
- Statement of philosophy of library service and/or teaching (optional)
- Letters of support for promotion (should include one from the faculty of University Libraries, liaison area, and or an external reference who is knowledgeable of the candidates service)
- Curriculum Vitae
- Evaluations: performance, student and/or peer
- Documents as evidence of candidate's accomplishments
- Selection of class materials

STANDARDS OF EXCELLENCE

JOB PERFORMANCE INCLUDING TEACHING

These are required accomplishments:

- Successful fulfillment of job responsibilities
- Expertise in library science and/or subject specialty
- Demonstrated superior leadership
- Superior and sustained faculty liaison activities
- Teaching (the following examples may be tailored to reflect teaching activities associated with the position)
 - Demonstrate highly effective instruction as evidenced by student or peer evaluations
 - Create and use innovative instructional methods and materials
 - Facilitate instruction through highly effective and or innovative support mechanisms, library resources, services and training.

- Coordinate conferences, workshops, seminars, and credit courses relevant to pedagogy or professional duties

PROFESSIONAL GROWTH AND DEVELOPMENT

These are required accomplishments:

- Active membership in minimum of one library organization and/or professional society related to one's discipline.
- Attendance at conferences, seminars, workshops, and meetings related to job responsibilities.

Candidate is expected to engage in activities comparable to those listed below:

- Participate in conferences, seminars, workshops, and/or meetings for library organizations and/or professional societies related to one's research interest (examples: presenting a paper, member of a panel, organizing a conference)
- Completion of courses which enhance job performance
- Attain an additional graduate degree
- Active participation in library organization and/or professional society related to one's research interest (examples: committee members, officer, editorial duties)
- Publication of monographs, book chapters, research articles, indexes, book reviews, and/or bibliographies; editing a scholarly publication and/or website; creating a library or academic website; and/or creating procedural manuals, handbooks, pathfinders, guides, etc.
- Engage in consulting activities related to one's discipline
- Submission of grant proposals
- Research and creative activities, i.e. exhibitions, performances

SERVICE

These are required accomplishments:

- Serve on a minimum of one University committee annually
- Engage in a minimum of one community service activity annually

Candidate is expected to engage in activities comparable to those listed below:

- Serve on more than one University committee annually or serve as chair or co-chair
- Participate in library or university service opportunities
- Membership on faculty senate
- Serve as an advisor to a CSU club or organization

- Leadership roles in local, state, regional, and national professional, civic, service or volunteer organizations
- Participate in community conferences, seminars, workshops, and meetings
- Serve on local or state government boards

APPOINTMENT TO ASSISTANT PROFESSOR

Newly-hired library faculty who possess a terminal degree normally will be hired at the rank of Assistant Professor of Library Science.

PROMOTION TO ASSOCIATE PROFESSOR

An Assistant Professor will be eligible for promotion in her/his fourth year of service in rank to the University. One is expected to apply for promotion within the first seven years of employment as an Assistant Professor of Library Science.

In consideration for promotion to Associate Professor, excellence in job performance, including teaching is of primary importance; however the candidate must show evidence of excellence in one of the two categories noted below and competence in the remaining category.

- Professional growth and development
- Service to University and Community

PROMOTION TO PROFESSOR

An Associate Professor will be eligible for promotion in her/his fifth year of service in rank to the University.

In consideration for promotion to Professor, the candidate must show evidence of excellence in all three areas.

- Job performance
- Professional growth and development and
- Service to University and Community

Revised: February 2015


APPENDIX

The following members of the Library Faculty have read and understand these criteria for promotion.

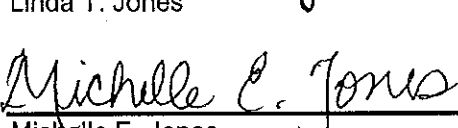

Mark W. Flynn Date 2/5/2015


Paula M. Adams Date 2/5/15

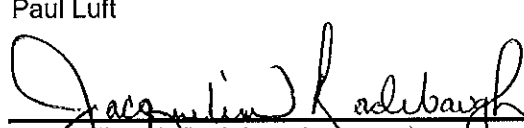

Roberta C. Ford Date 2-4-15

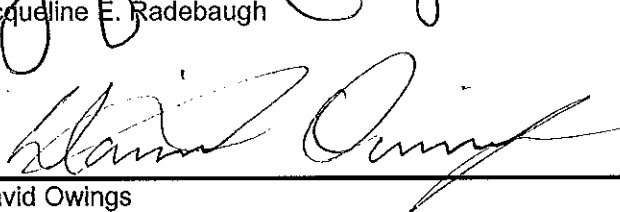

Thomas W. Ganzevoort Date 2-5-15


Linda T. Jones Date 2-4-15


Michelle E. Jones Date 2-5-15


Paul Luft Date 2-11-15


Jacqueline E. Radebaugh Date 2/5/2015


David Owings Date 2-5-2015