# Department of Public Services Guidelines for Appointment, Promotion, and Retention of Library Faculty

### INTRODUCTION

This document sets forth the guidelines for the appointment, promotion, and retention of the Department of Public Services . This document outlines the role of library and library administrative faculty within the Department of Public Services and is designed to provide a clear path of professional development within the institution and profession. These criteria and procedures are used to ensure library and library administrative faculty members are reviewed on equitable terms that adequately recognize the differences in individual positions and contributions.

The criteria and guidelines reflect the standards set forth by the Board of Regents Policy Manual,<sup>1</sup> the Kennesaw State University Faculty Handbook,<sup>2</sup> and the Kennesaw State University Guidelines for Appointment Promotion and Retention of Library Faculty.

## **Library and Library Administrative Faculty Membership**

The Department of faculty is composed of full-time contracted librarians who meet the criteria for library faculty or library administrative faculty status.

## **Library and Library Administrative Faculty Status**

The rules governing library and library administrative faculty status are stated in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 1).

### Role of Library and Library Administrative Faculty

The Department of Public Services	faculty are

Faculty, p. 2).

https://www.usg.edu/policymanual/section8/C245/#p8.3.6 criteria for promotion

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<sup>&</sup>lt;sup>1</sup> Board of Regents Policy Manual: https://www.usg.edu/policymanual/section8

University Faculty Handbook, Section 3.8). Scholarship and creative activity is advancement of knowledge, understanding, application, problem solving, aesthetics, and saw State University Faculty Handbook, Section 3.3B).

tem, the University, the community, or the profession (Kennesaw State University Faculty Handbook, Section 3.3C). In the case of library

faculty development, fundraising, fiscal management, personnel management, and public

#### APPOINTMENT

As stated in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty, terminal degree appropriate for initial appointments to all academic ranks as a library faculty or library administrative faculty member in the Kennesaw State University Library System is an ALA-international equivalent in librarianship/information science 2). The criteria for initial appointment of library and library administrative faculty in the Department is defined in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 2).

### ANNUAL EVALUATIONS

Library and library administrative faculty in the Department adhere to the principles of faculty evaluations as required by the Board of Regents of the University System of Georgia (Section 8.3.5.1), Kennesaw State University Faculty Handbook (Section 3.12), and the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 3). The annual evaluation process and review schedule are defined in the Kennesaw State University Faculty Handbook, Section 3.12A.

### WORKLOAD GUIDELINES

The workload model for library and library administrative faculty in the Department is outlined in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (pp. 3-5).

## **PROMOTION**

At Kennesaw State University, promotion decisions are to be based on the criteria established by both the Department of Public Services and the Kennesaw State University Library System. This section builds upon the promotion standards detailed in the Kennesaw State University Library System

policy on non-renewal of contracts, criteria for all library faculty ranks, and retention are defined in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (pp. 5-10).

## **Categories for Evaluation**

As noted previously, Kennesaw State University library and library administrative faculty will be evaluated for promotion in the three areas of librarianship, scholarship, and service with librarianship being the most important (Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty, p. 6). The following sections expand upon the definitions of librarianship, scholarship, and service that can be found in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (pp. 7-8).

## Librarianship

Library and library administrative faculty perform professional tasks that require a special background and education in librar (Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty, p. 7). When their contributions to the educational and research mission of the institution should be considered. The majority of library and library administrative faculty workloads are spent on librarianship activities and as a result, the ability to perform at a high professional level in this area must be evident for promotion in academic rank. In many cases, performance evaluations in this category should serve as (Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty, p. 7).

This section includes examples of librarianship activities that are relevant to library faculty:

Providing research support services to students and faculty according to industry best practices

Tasking information and digital

Teaching information and digital



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This section includes examples

policy on external letters, and documentation are defined in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (pp. 10-12). This section outlines the Depart commonly accepted measures of the quality and significance of activities in librarianship, scholarship, and service. At all levels of review, the rationale for the promotion decision must be stated in a letter to the candidate with specific and detailed reference to these guidelines in justifying the recommendation that has been made.

### LIBRARIAN ASSISTANT PROFESSOR

#### **Definition**

Librarian Assistant Professor is an entry-level rank requiring little or no professional experience and is based on potential. This rank provides opportunities to learn job responsibilities and develop expertise in one's area of specialization. As Librarian Assistant Professors gain experience, they are expected to improve their job performance and take progressively more responsibility for their own day-to-day assignments.

## Criteria for Appointment and Rank Expectations

ALA-accredited master's degree in library or information science or equivalent

0-4 years of appropriate professional experience

Potential for successful overall performance

Evidence of knowledge of best professional practices and trends

Evidence of excellent written and oral communication skills

Evidence of excellent interpersonal skills

Evidence of facilitating the work of others

### Librarianship

A Librarian Assistant Professor is expected to demonstrate the ability to successfully fulfill the basic duties in their job description. The first year following appointment to Librarian Assistant Professor should focus primarily on job performance, with only some attention to scholarship and service. Following the initial year, increased attention may be paid to scholarship and service in preparation for promotion to Librarian Associate Professor.

Scholarship, Research, and Creative Activity

After their first year, Librarian Assistant Professors must participate in at least one of the activities listed under scholarship.

Service

After their first year, Librarian Assistant Professors should participate in at least one of the three service categories listed in this document. Librarian Assistant Professors should seek opportunities to create positive impact within their service activities.



## **Promotion from This Rank**

Librarian Professor is the terminal rank for library and library administrative faculty at the Kennesaw State University Library System.

## **DOCUMENT HISTORY**

The Department of Public Services Guidelines for Appointment, Promotion, and Retention of Library Faculty was first adopted on 10/16/2020 and was last amended by the faculty on 10/23/2020.

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