

Department of Library Resources 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 Library Faculty. This document outlines the role of library and library administrative faculty within the Department of Library Resources and is designed to provide a clear path of professional development

University

- Building library collections
- Evaluating and managing library collections
- Assessing and allocating the budget of an individual unit or service
- Managing the library website, service platforms, discovery layers, and vendor platforms
- Cataloging and managing the metadata for library collections
- Creating and improving workflows between library units
- Serving as liaison librarian to academic units or programs

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

- Coordinating the development of mission, vision, and strategic plans for multiple library units
- Serving on the administrative team of the Dean
- Managing
 - Managing Unit and Department administrative functions
 - Mentoring direct reports by supporting and providing opportunities for professional growth
 - Coordinating within the Kennesaw State University Library System to resolve issues or concerns related to user experience.
 - Supervising library faculty and staff in the completion of their annual goals and workloads
 - Co-developing Faculty Performance Agreements in negotiation with individual faculty members
 - Performing annual evaluations within the Department
 - Coordinating the accreditation, assessment, and evaluation efforts of the Department
 - Representing and advocating for the library through fundraising, public relations, marketing, and outreach
 - Preparing and administering grant programs

Regardless of the type of activity, promotion in academic rank is contingent upon the professional level in librarianship.

Promotion from This Rank

Librarian Associate Professors are eligible to be promoted to Librarian Professor according to the Length of Service/Time in Rank schedule detailed in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 8). Candidates for promotion to Librarian Professor will be evaluated based on the criteria listed under that rank.

LIBRARIAN PROFESSOR

Definition

Librarian Professor is the rank for librarians with nine or more years of experience who have consistently demonstrated excellent and outstanding job performance. Individuals at this rank are leaders within the library and the institution. In addition, individuals at this rank are recognized as leaders within the profession through contributions in areas of professional activities or scholarship.

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 Library Resources 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.

