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

The purpose of the promotion process, procedures, promotion eligibility, Board of Regents 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

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 reference services to students and faculty according to industry best practices

Creating extra-curricular learning opportunities for students

Promoting scholarly engagement with students and faculty

Facilitating access to information resources

Creating learning opportunities for students and faculty in library spaces

Developing marketing and branding plans to promote library resources and services

Developing policies and procedures related to library services or units

Developing training opportunities for librarian, student, or staff colleagues

Resolving service requests concerning library resources

Managing and supervising the work of others

Co-developing Faculty Performance Agreements in negotiation with direct reports

Mentoring librarians by supporting and providing opportunities for professional growth

Developing annual evaluation feedback for direct reports at the behest of the Department Chair

Developing or contributing to strategic decision making

Assessing library resources and communicating library value to stakeholders

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.

Articles in scholarly and peer-reviewed journals

Articles in trade publications

Book chapters

Books and monographs

Web publications based on original research

Multimedia productions

Development of substantial processes, computer programs, or other applications relevant to the institution and profession

Presentations before professional associations

Written grants, especially funded grants

Earned degree in an area of specialization or course work for credit

Encyclopedia articles

Bibliographies and reviews of the literature

Bibliographic essays

Translations of books/articles

On-going professional blog recognized nationally/regionally dealing with professional issues of librarianship

Book and media reviews in professional journals (e.g., Reference Reviews, Choice)

Workshop presentations

Panel discussion presentations

Library exhibits

Developing/publishing Open Educational Resources

Poster sessions at professional conferences

Editing professional monographs

Evidence of this category of performance can be adduced from the supervisor's letter detailing the candidate's readiness for promotion, a narrative from the candidate detailing qualifications for promotion, the candidate's personal review of accomplishments relating to their scholarship, and documentation supplied by the candidate to support assertions of accomplishment. Additional evidence may be gathered from the judgments of colleagues on the faculty, from members of the academic community outside the library, and/or from professional colleagues outside the academic institution.

Service

Service to the Kennesaw State University Library System and Kennesaw State University is ir department, the library, the University, the community, and the profession. Library faculty are expected to participate in the governance and development of the library through service on library faculty committees and other opportunities that contribute to the management and growth of the library. Library administrative faculty are expected to participate in the governance and development of the library through activities related to faculty development, fundraising, fiscal management, personnel management, and public relations (Kennesaw State University Faculty Handbook, Section 3.3C).





Promotion from This Rank

Librarian Assistant Professors are eligible to be promoted to Librarian Associate 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 Associate Professor will be evaluated based on the criteria listed under that rank.

LIBRARIAN ASSOCIATE PROFESSOR

Definition

Librarian Associate Professor is the rank for faculty with four or more years of experience who have demonstrated an excellent quality of job performance in their area of specialization. Individuals at this rank provide meaningful contributions to the institution and the Kennesaw State University Library System. Individuals at this rank also demonstrate engagement in professional activities and scholarly activities.

Criteria for Appointment/Promotion and Rank Expectations

In addition to meeting the criteria for Librarian Assistant Professor, an individual at this rank shall have:

Librarianship

Completed a minimum of four years of successful performance at the rank of Librarian Assistant Professor or equivalent at another institution

Provided evidence of:

- o Sustained professional competence in the area of their primary job functions
- o Developing a high level of expertise in specific areas of librarianship
- o Demonstrated best professional practices in job-related responsibilities
- o Contributions to the operations of a specific library unit and the organization
- o Ability to work effectively with library users and colleagues

Scholarship, Research, and Creative Activity

Candidates for promotion to Librarian Associate Professor must provide evidence of scholarship. Librarian Associate Professors should produce a record of active scholarship that includes examples from the activities listed under scholarship in this document.

Service

Candidates for promotion to Librarian Associate Professor must provide evidence of service that supports the mission of the library and university, demonstrating contributions at the Kennesaw State University Library System or University level. Librarian Associate Professors should demonstrate proactivity in their service contributions.

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.

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