

## **Reappointment, Tenure, and Promotion of Librarians: Criteria**

- 1.0 The University Library at San Diego State University shall be the main intellectual resource that supports the university's teaching, research, and service. Library faculty shall be committed to excellence in library service. Professional research, scholarship, and creative activity that complement and strengthen library service shall be valued highly by the library faculty. Contribution to the mission of the University Library through active participation in service for San Diego State University shall be considered integral to the duties of library faculty.
- 2.0 In order to provide access to information for all clientele, librarians shall be sensitive and responsive to the university's diversity in culture, language, and ethnicity through their library service, scholarship, and research. Probationary and tenured librarians shall be evaluated (a) in achievements and contributions in library service, (b) in research, scholarship, and creative activities, and (c) in service activities for the university. In presenting one's work to peer review committees, each candidate shall write a narrative summarizing, and when appropriate, integrating, work in all three areas.
  - 2.1 **Effectiveness of Librarianship:** The primary qualification for reappointment, tenure, or promotion for library faculty shall be excellence in library service. Effectiveness of librarianship shall be measured by the expertise demonstrated in assigned areas of responsibility, including but not limited to the following: reference service or cataloging skills; knowledge of a subject and its bibliographical resources; library instructional abilities; knowledge and skill in utilizing automation or electronic media in libraries; effective managerial skills; insight and sensitivity to diverse student populations; intellectual integrity; critical thinking; and integration of professional growth. Effectiveness of librarianship shall be evaluated by peer observation supplemented by student evaluations or other forms of review, and evidence of effectiveness may include honors and distinctions received for excellence in librarianship, contributions to the campus instructional program, research assistance, and support of a diverse student population.
  - 2.2 **Professional Growth:** Continuous growth in librarianship, professional research, scholarship, or creative activity that complements and strengthens one's ability to carry out library service shall be essential to the effectiveness of library faculty employees, to their own professional stature, and the stature of the university. Evidence of this growth shall include publications of merit; presentation of professional papers; awards, grants, and honors received; active participation in professional organizations; participation in workshops and on panels; library applications research; creative activities that substantially improve or expand library service; and pertinent travel and study. Evidence of externally reviewed professional growth activities shall be required for promotion and tenure, for example: publication by professional societies or in other refereed sources, extramurally evaluated grants or awards, juried performances or exhibitions, reviews of works compiled or written by the candidate, recognition by professional societies through offices, awards, and invited presentations, and design and implementation of innovative services.
  - 2.3 **Service to the University and the Community:** Every library faculty employee shall assume responsibility for participating in activities that apply the employee's expertise to the benefit of the university and community, for example: student outreach and retention; department, library, and university committees; student mentoring, offices in university-associated or relevant community organizations, and library related lectures and seminars for community groups. When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the university and when this performance is appropriately documented over a significant length of time, such service for the university shall have more than the usual bearing on reappointment, tenure, and promotion decisions. However, the primary criterion shall be effectiveness of librarianship, and professional growth shall be an important consideration.
- 3.0 There shall be three tenure-track librarian ranks: Senior Assistant Librarian, Associate Librarian, and Librarian. A probationary library faculty member shall not be promoted beyond the rank of Associate Librarian. Standards for promotion shall be higher at each higher rank. Librarians being considered for

promotion shall not serve on promotion or tenure committees. For promotion considerations, committee members shall have a higher rank or classification than those being considered.

- 4.0 Candidates may list all achievements in a curriculum vitae. Candidates shall present in their Personnel Data Summary (PDS) a limited listing and discussion of no more than five of their important achievements in each of the three categories and should support the achievements by documentation.
- 5.0 The entire professional record of the candidate shall be considered.
- 6.0 The University Library shall adhere as closely as possible to the format for reappointment, tenure, and promotion materials that shall be distributed before the beginning of the academic year by the Associate Vice President for Academic Affairs / Faculty Advancement. Peer review committees and faculty may annually forward requests for revision of the PDS format to the Associate Vice President for Academic Affairs / Faculty Advancement or to the Committee on Faculty Affairs.
- 7.0 The supporting documentation considered by the Library peer review committee shall include (a) peer evaluations, (b) available student evaluations, (c) one copy of all tangible evidence of professional growth specified in the PDS, and (d) previous letters of review by committees and administrators.
- 8.0 At the conclusion of the reappointment, tenure, and promotion process, the supporting materials shall be returned to the candidate. A copy of the PDS shall be placed in the official personnel file.