



THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI®

UNIVERSITY LIBRARIES

POLICIES AND PROCEDURES

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UNIVERSITY LIBRARIES POLICIES & PROCEDURES

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MISSION, VISION, AND VALUES

Mission

University Libraries supports the mission of the University of Southern Mississippi by creating and providing access to an information-rich environment that fosters the intellectual development, diversity, and creativity of the University community. University Libraries provides educational opportunities which support the success of Southern Miss students, faculty, staff, and other researchers in their academic endeavors through collections, instructional services, and emerging trends in scholarship.

Vision

University Libraries aspires to support world-class research, embrace diverse voices, and advance student success by empowering faculty, staff, and students to create new knowledge and thrive in a twenty-first century global society.

Values

- **Empowerment** – Support student success and professional development.
- **Engagement** – Provide opportunities for collective interaction, scholarly activity, and lifelong learning.
- **Intellectual Curiosity** – Foster intellectual development and protect freedom of information.
- **Collaboration** – Secure partnerships that support or advance the Libraries' mission.
- **Outreach** – Connect to users where they are, building meaningful relationships that support the University and broader community.
- **Inclusion** – Create a welcoming environment by providing resources representative of the diverse needs of the University.
- **Access** – Evaluate, select, and provide access to resources that meet the information needs of users.
- **Service** – Deliver exemplary service.

PART I: ORGANIZATIONAL STRUCTURE

A. School Personnel

1. Faculty

See Faculty Handbook §2.1 and §3 for University and IHL language regarding Faculty roles and responsibilities.

2. Director

University Libraries Department Heads

Department heads are the chief administrative officers of library departments, similar to school directors, and report to the dean. Department heads must be members of the corps of instruction and should be tenure-stream and either an associate professor or professor. Department heads are responsible for the general direction and supervision of the department, including administrative and personnel responsibilities. Department heads manage budgets and oversee library departments in consultation with department faculty. They assign service responsibilities and promote research. Department heads evaluate academic personnel and staff and make recommendations regarding salaries, promotions, tenure, and retention of department employees. Associate deans in University Libraries may function as department heads if assigned those responsibilities by the dean. In this capacity, associate deans are responsible for the supervision of departments and evaluate library faculty excluding department heads.

Department heads may be elected to serve on a representative or advisory body if that body's bylaws or constitution permit the participation of school directors. Department heads are eligible to serve on Council of Directors.

3. Associate Director(s) (if applicable)

N/A

4. Assistant Director(s) (if applicable)

N/A

5. Program Coordinator(s) (if applicable)

N/A

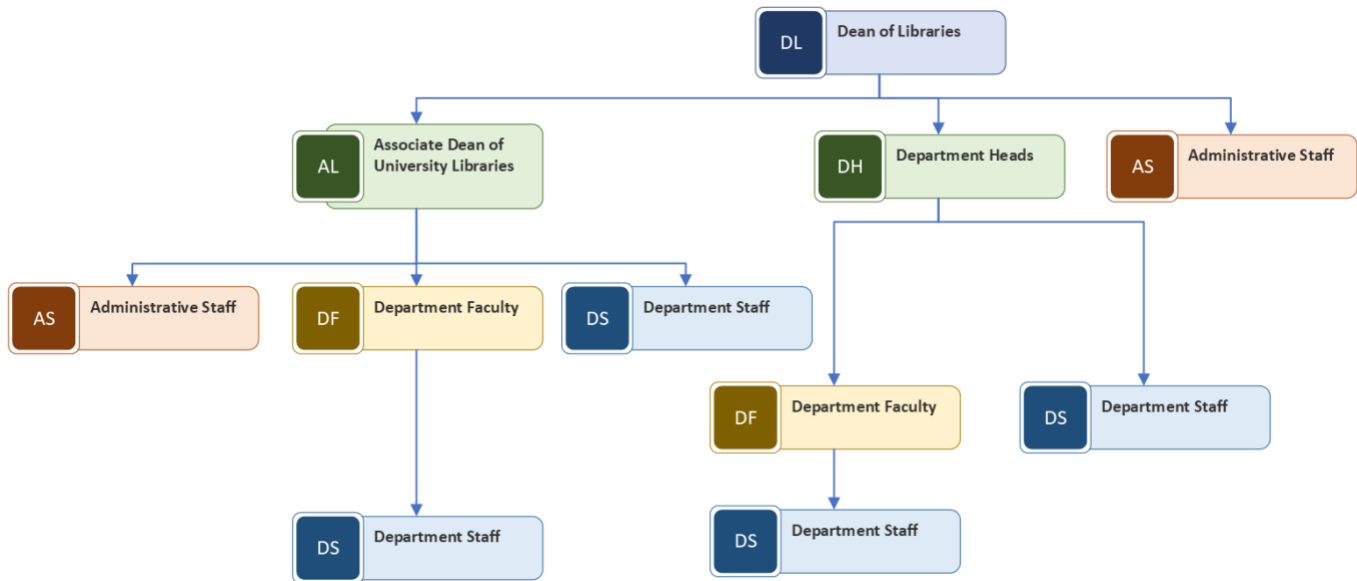
6. Professional or Specialized Staff (if applicable)

N/A

B. Organizational Structure of the School

The University Libraries are headed by a dean. Direct reports to the dean include: administrative staff holding the title of assistant to the dean; an associate dean who, in addition to other administrative

duties, acts in the role of head of Public Services; the head of Technical Services; the head of Special Collections; and the head of Library Technology.



C. School Standing Committees

REQUIRED SCHOOL STANDING COMMITTEES

1. Leadership Team

Composition: Dean of University Libraries, Associate Dean of University Libraries, Heads of University Libraries departments, representative from University Libraries Internal Staff Committee, and Assistant to the Dean for Finance & Administration.

Convened: Meetings are convened by the dean, typically as a standing monthly meeting.

Functions: Works on strategic planning and provides input on University Libraries' priorities, initiatives, and goals.

2. Curriculum Committee

University Libraries does not offer courses or programs; however, University Libraries' collections support the University's curriculum. The Collection Advisory Committee (CAC) is collectively responsible for discussion of proposed collection modification and recommendation of priorities for collection development decisions. The CAC serves as an advisory body to the Collection Management Librarian who reports to the Head of Technical Services.

Individual members are appointed for staggered two-year terms on the recommendation of library leadership in their department. The primary role of the individual members of the CAC is to provide assessment of the information needs of the University and make appropriate recommendations for improving collections as financially feasible. Recommendations should be well-informed through obtaining the input and guidance of faculty and librarian liaisons, analysis of statistical data, as well as through interactions with faculty and students while providing research and instructional services.

3. Faculty Evaluation Committee

See Faculty Handbook §1.10.2 for institutional language regarding the composition and function of the Faculty Evaluation Committee.

University Libraries faculty selects a governance option at the beginning of each academic year. The governance meeting is called by the highest-ranking faculty member who has served the longest at that rank.

OPTIONAL OR SCHOOL-DEFINED STANDING COMMITTEES

4. Policies and Procedures Committee

N/A

5. Graduate Admissions Committee

N/A

6. Scholarship or Award Committees

N/A

7. Other (describe purpose and structure)

Additional details on library committees are on the library intranet.

7. a. **Activities Committee:** Comprised of faculty and staff who volunteer and are selected by the current Chair, who is elected by the committee. Plans and implements social gatherings throughout the University Libraries which will celebrate employees and foster camaraderie among them.

7.b. **Annual Governance Meeting** –The University Libraries will hold an annual governance meeting that will be called by highest ranking faculty member who has served the longest at that rank. In the meeting, library faculty will vote on annual governance for evaluation, conduct elections for various university committees, and conduct any other University Libraries business.

7. c. **Copyright Task Force:** Comprised of faculty and staff appointed by the dean with recommendation from the department heads. Develops recommendations for University Libraries to consider in promoting policies and best practices for the legal and ethical use of information.

7. d. **Discovery Team:** Comprised of faculty and staff appointed by the dean with recommendation from the department heads and chaired by head of Library Technology. Develops, maintains, and enhances University Libraries' discovery platform to meet the needs of the University community.

7. e. **Emergency Preparedness Committee – Cook Library:** Comprised of faculty and staff appointed by the dean with recommendation from the department heads. The Emergency and Disaster Committee is responsible for managing University Libraries' preparation for, management of, and recovery from emergencies and disasters on the Hattiesburg campus.

7. f. **Emergency Preparedness Committee – Gulf Coast Libraries:** Comprised of faculty and staff

appointed by the dean with recommendation from the associate dean of University Libraries. The Emergency and Disaster Committee is responsible for managing University Libraries' preparation for, management of, and recovery from emergencies and disasters on the Gulf Coast campuses.

7. g. **Fine Appeals Committee:** Comprised of faculty and staff appointed by the associate dean of University Libraries. Reviews and approves waiver of library fines.

7.h. **University Libraries Sustainability Committee:** Comprised of volunteer faculty and staff. The mission of the Sustainability Committee is to cultivate a culture of environmental responsibility through operations, programming, research, and education.

7.i. **Web Advisory Committee** - Comprised of faculty and staff appointed by the the dean with recommendation from the department heads. Chaired by head of Library Technology. Develops, maintains, and enhances University Libraries' online presence to meet the needs of the University community. Addresses issues related to the research, evaluation, implementation, and maintenance of the website.

D. School Ad Hoc Committees

8. Promotion and Tenure Committee

See Faculty Handbook §1.10.1 for institutional language regarding the composition and function of School-level Promotion and Tenure Committees.

The University Libraries School Promotion and Tenure committee is formed at the beginning of each academic year at the University Libraries faculty governance meeting. The committee consists of all eligible tenured faculty members at the rank equivalent to or above that of candidate(s) being evaluated. When reviewing one or more promotion applications from teaching-track faculty, the school committee will include at least one faculty member with the rank of associate teaching professor or teaching professor. Regarding eligibility, University Libraries faculty members reviewing candidates at the school level may not vote on those same candidates at the college level.

9. Other

E. Representation on College- and University-level Bodies

Participation follows standard University procedure with University Libraries representatives appointed by the dean of University Libraries or elected by University Libraries faculty according to the bylaws of the body.

- College Promotion and Tenure Committee –

The College Promotion and Tenure Committee is elected at the beginning of each academic year at the University Libraries faculty governance meeting. The University Libraries College Promotion and Tenure Committee includes the following membership: three tenured faculty members and, when reviewing one or more promotion applications from teaching-track faculty, one full-time teaching professor with the rank of associate teaching professor or teaching professor. Members reviewing candidates from their school may not vote on that candidate at the college level.

Representatives are elected by secret ballot by the corps of instruction for staggered three-year terms.

If University Libraries does not have sufficient eligible faculty members to serve on such a committee, the college committee chair in consultation with the dean must invite additional university faculty to serve on the College Promotion and Tenure Committee.

- Academic Integrity Council – The dean appoints with recommendation from the department heads.
- Council of Directors – The University Libraries are represented by each of the department heads.
- Faculty Handbook Committee – Elected by the faculty.
- Faculty Senate – Elected by the faculty.
- Graduate Council – Elected from faculty who have passed their pre-tenure review.
- Gulf Coast Faculty Council – Elected by the Gulf Coast faculty.
- Information Security Advisory Committee – The Head of Library Technology serves on this committee.
- Nina Bell Suggs Endowed Professorship Selection Committee – The dean appoints with recommendation from the department heads.
- Open Education Resources Advisory Board – Appointed by the Scholarly Communications Manager.
- Sabbatical Review Committee – The dean appoints with recommendation from the department heads.
- Strategic Plan Monitoring Committee – The dean appoints with recommendation from the department heads.
- Undergraduate Council – Elected by the faculty.
- University Promotion and Tenure Committee – The chair of the College Promotion and Tenure Committee serves as the representative.

F. Statement of Shared Governance Principles

See Faculty Handbook §1.8, §3.2, and §3.5 for institutional statements on shared governance.

The faculty of the University Libraries affirms the principles of shared governance as set forth by the American Association of University Professors ([Statement on Government of Colleges and Universities, AAUP](#)), including bidirectional communication, consultation, transparency, and accountability. Faculty take an active role in governance at the college/school level and are responsive to initiatives related to librarianship, research, faculty status, and related matters. **Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning the governance of the institution.**

Responsibilities as Engaged Citizens of the University Community

Recognizing that diverse contributions across disciplines advance the Academy, full-time University Libraries faculty at the University of Southern Mississippi are to be fully engaged citizens of the University community. Fully engaged citizens equitably contribute to the librarianship, scholarly activities, and service missions of the institution. Faculty engagement is accomplished through various activities that include, but are not limited to, the following: intentionally and conscientiously performing librarianship responsibilities; striving to advance one's own scholarly pursuits; contributing to shared governance through active engagement on school, college, and/or University committees; supporting peers and students across the school and/or institution in scholarly and service-related activities, and complying with institutional policies.

G. Processes for Amending and Reviewing this Document

University Libraries School Policies and Procedures will be reviewed every three years by all University Libraries faculty. Changes may also be proposed during the intervening period.

Any Libraries faculty member, including administrative faculty, may propose amendments to this document. The faculty member suggesting the change may schedule a faculty meeting as needed. Discussion of proposed amendments requires a quorum, defined in Faculty Handbook §1.12 as a simple majority of members.

After the all-faculty discussion, voting among non-administrative faculty takes place. Changes require the approval of a two-thirds majority of University Libraries' non-administrative faculty. A designated faculty member will share the voting results with the associate dean. All amendments are subject to the approval of the Dean of University Libraries and the Provost.

PART II: WORKLOAD POLICY

A. General Expectations for Faculty Workload

See Faculty Handbook §3.5.1 and §4.2 for institutional guidelines regarding workload expectations.

As 12-month faculty, librarians carry workload expectations in the three categories of Librarianship, Research, and Service.

B. Three-credit Course Equivalents (if applicable)

Responsibilities under Librarianship serve as the equivalent of 3 three-credit courses.

C. School Standards for Allocating Workload

Tenure-track workload expectations are seventy percent (70%) dedicated to Librarianship and thirty percent (30%) dedicated to Research and Service. Teaching-track workload expectations are eighty percent (80%) dedicated to Librarianship and twenty percent (20%) dedicated to Research and Service.

D. Workload Modification or Reassigned Time

Workload allocation in Librarianship, Research, and Service may be modified by a faculty member's department head according to goals, opportunities, and commitments established in the annual evaluation process. The percentages between Research and Service may fluctuate in accordance with the faculty's commitments each year.

E. Sabbaticals and Other Approved Leave

See Faculty Handbook §3.6.3 for information about sabbatical leave.

Research Time Policy

PROCEDURES FOR FACULTY FLEXIBLE RESEARCH TIME:

University Libraries provides its faculty with flexible time to conduct scholarly research endeavors leading to the production of articles, book chapters, presentations, external grant proposals/reports, or other forms of scholarly productivity.

Faculty have the option to use this time off campus depending upon the faculty member's research needs. The faculty member and their department head are accountable for the effective use of work time, including off-campus research time, to ensure that the faculty member's responsibilities for librarianship, research, and service are adequately addressed.

PERIOD OF RELEASE TIME:

Research time will be granted at the discretion of the department head based on the appropriateness of the time requested for the proposed project. Needs are likely to vary widely by unit and position, but ultimately, faculty members are responsible for determining how to best schedule research time in a way that works for them and does not conflict with their regular responsibilities. Individuals with recurring research time may need to adjust this timing on occasion due to unavoidable conflicts with other librarianship or service obligations. Off-campus research time is limited to four hours per day. Time exceeding four hours per day shall be approved by the department head and dean.

TECHNOLOGY:

Consult the Acceptable Use Policy created by the University of Southern Mississippi's iTech to determine any application to your research. Approval of time does not imply that additional technology will be provided by University Libraries.

PART III: ANNUAL EVALUATION GUIDELINES

See Faculty Handbook §4.4–§4.5 and the [Office of the Provost website](#) for annual evaluation guidelines and policies.

A. Shared Annual Evaluation Expectations (All Faculty Ranks)

1. General Expectations for Faculty Performance

See also Appendix A Suggested Accomplishments

Unpromoted teaching-track faculty should meet with the Faculty Evaluation Committee for the first five years of employment.

GENERAL COLLEGIALLY STATEMENT:

Performance in collegiality and communication will be considered throughout the evaluation. A sustained pattern of non-collegiality or lack of communication may adversely affect evaluations of annual performance. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning the governance of the institution

a. Librarianship

COLLEGIALLY STATEMENT:

Collegiality in the context of librarianship includes showing professional respect for others and not disparaging members of the University Libraries (professionally or personally). Collegiality includes being willing to offer reasonable assistance to other members of University Libraries in fulfilling their library responsibilities. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning governance of the institution.

ASSESSMENT STATEMENT:

Librarianship is fundamental to the University's mission in that librarians have a primary role in the acquisition, organization, dissemination, and preservation of knowledge in support of the three IHL-identified pillars of Mississippi universities: education, scholarship, and service. Librarians provide instruction beyond the classroom through a wide range of functions focused on the transmittal of information in response to the needs of the University community. For University Libraries faculty, librarianship is equivalent to the teaching component in IHL policy and is the most important criterion for faculty evaluation. Librarian faculty positions are specialized, and individuals make different contributions to achieve the overall goals of the University Libraries and the University. Librarians are evaluated on their performance of the core responsibilities outlined in their job descriptions. To help reviewers understand their unique role within University Libraries, faculty members will provide a narrative tying their annual activities and accomplishments to the requirements of their positions.

(1) Meets expectations

- Delivers professional librarianship in the faculty member's area of specialization as outlined in the job description.
- Completes assigned tasks, performs duties, and provides services in an effective and professional manner.
- Demonstrates initiative.

(2) Does not meet expectations

- Demonstrates an insufficient level of job knowledge as applied to library processes, services, or resources as outlined in the job description.
- Performs assigned tasks and duties inconsistently.

(3) Exceeds expectations

- Delivers exceptional librarianship in the faculty member's area of specialization as outlined in the job description.
- Demonstrates excellence far beyond professional objectives set for the year, achieves highly ambitious objectives, or makes contributions deemed especially complementary to University Libraries.
- Receives an award or honor related to librarianship.

b. Research

COLLEGIALITY STATEMENT:

Collegiality in the context of scholarship is demonstrated through ethical, respectful, and constructive engagement with colleagues, collaborators, and the broader academic community. It includes fair attribution, professional communication, and productive participation in shared scholarly work while allowing for legitimate differences in viewpoint and approach.

ASSESSMENT STATEMENT: University Libraries faculty seek to produce high-quality work that advances the profession and disseminates knowledge in venues that meaningfully influence practice in our areas of expertise. University Libraries faculty aim to author rigorous, peer-reviewed scholarly publications.

(1) Meets expectations

- *See Rank- or Appointment-Specific Guidelines, Part III, B below.*

(2) Does Not Meet Expectations

- Insufficient production of scholarly output.

(3) Exceeds Expectations

- Receives an award or honor related to scholarship.
See also Rank- or Appointment-Specific Guidelines, Part III, B below.

c. Service

COLLEGIALITY STATEMENT:

Collegiality in the context of service includes showing respect for others and a willingness to do one's fair share of service for the sake of the University Libraries and for the sake of colleagues, staff members, and library patrons. It also includes a willingness to collaborate and contribute toward shared governance. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning governance of the institution.

ASSESSMENT STATEMENT:

University Libraries faculty engage in service activities that support the mission, goals, and scholarship of the University, its programs, and the library profession. Faculty librarians engage in service to the profession at all levels: local, state, regional, national, and international. Service to the external community that has clear relevance to the University's mission and goals or librarianship and falls outside of a faculty member's job description may be considered as fulfilling service requirements. It is incumbent upon the faculty member to

provide evidence of the relevance of such activities. The level of faculty engagement within the University and in a variety of professional service roles forms the basis of evaluation.

The list below provides samples of service activities that will satisfy the requirements for meeting or exceeding expectations.

(1) Meets expectations

- Serves as a member of a committee or advisory body of the University or library.
- Serves as a reviewer for the promotion/tenure of a colleague at another institution.
- Provides mentorship of a junior faculty member, student, or external entry-level professional.
- Volunteers for a library activity or a University or professionally related activity (e.g., assisting with Mississippi Library Association conference or registration at the Children's Book Festival).
- Speaks to a local organization on library-related topics outside the scope of the faculty member's job description.

(2) Does not meet expectations

- Insufficient commitment to service activities of University Libraries, University, or profession.

(3) Exceeds expectations

- Receives an award or honor related to service.

See also Rank- or Appointment-Specific Guidelines, Part III, B below

2. Annual Evaluation Procedures and Timeline

As stated in Faculty Handbook §1.10.2, eligible faculty vote each academic year to determine whether annual evaluations will be conducted by the director, a faculty committee, or a combination of both. See Faculty Handbook §4.4–§4.5 and the [Office of the Provost website](#) for annual evaluation guidelines as well as the submission process in Watermark-Faculty Success.

1. University Libraries faculty elects a governance option at the beginning of each academic year.
2. Members of the Faculty Evaluation Committee elect a chair who organizes meetings and ensures that evaluations are completed in accordance to the schedule established by the Provost. The committee chair, after obtaining signed concurrence or dissent from each committee member, submits the committee's evaluations to the department head. Those evaluations with which the department head concurs are formally approved by the department head's signature and transmitted to the dean. If the department head dissents from any FEC evaluations, the department head may prepare independent written evaluations, for those faculty and transmit them, along with the evaluations of the FEC (with dissent noted by the department head's signature) to the dean with a copy sent to the faculty member and to the chair of the Faculty Evaluation Committee.

University Libraries faculty with Department Head responsibilities in whole or in part are evaluated annually by their dean regarding administrative functions and may select to be reviewed for non-administrative components (for their librarianship, research, and service) by

either the Dean or the FEC (a special-called FEC will be constituted if Governance Option 1 is selected.)

3. University Libraries adheres to the deadlines established by the Provost.

3. Additional Documentation Requirements

Evidence documenting performance is not required for annual evaluations in University Libraries.

4. Discrepancies and Appeals

See Faculty Handbook §4.5.2 and §7 for institutional policies regarding grievances and appeals.

B. Rank- or Appointment-Specific Guidelines

1. Tenure-Track and Tenured Faculty

a. Librarianship

See Part III, A1a General Expectations for Faculty Performance above.

b. Research

(1) Meets expectations

- Collaborates in pursuit of research grants, patents, emerging technologies, or other scholarly output.
- Provides evidence of a scholarly work in progress.
- Authors or co-authors exhibit catalog or other exhibit publications.
- Completes coursework toward obtainment of badge, certificate, or additional graduate degree in field related to role.
- Gives a presentation, lecture, or poster presentation at an academic or professional conference or university, community, or internal library group.
- Authors a book review.
- Authors a non-peer-reviewed publication related to librarianship.
- Gives an invited guest lecture for a class.
- Additional scholarly activities may be considered as fulfilling research requirements. It is incumbent upon the faculty member to provide evidence of the merit of such activities.

(2) Does not meet expectations

- Insufficient evidence of scholarly output.

(3) Exceeds expectations

- Authors or co-authors a published scholarly book with a reputable academic publisher.
- Edits a published scholarly book with a reputable academic publisher.
- Enters into book contract with reputable academic publisher.
- Authors or co-authors a peer-reviewed article or book chapter.
- Is awarded a grant as PI or co-PI.
- Obtains an additional graduate degree in a field related to job description.
- Authors or co-authors a professional bibliography.
- Gives an invited presentation or lecture as a subject matter expert at a state, regional, national, or international conference.

- Receives an award for research.
- Additional scholarly activities may be considered as exceeding research requirements. It is incumbent upon the faculty member to provide evidence of the merit of such activities.

c. Service

(1) Meets expectations

- Maintains an active role in professional service activities at the local, state, regional, national, or international level. Record of active participation regardless of specific role.
- Organizes workshops or meetings for a professional organization.
- Serves as editor of book reviews, design, news, or comparable role for a professional journal.
- Serves as a reviewer of manuscript(s) for a peer-reviewed journal.
- Serves as faculty adviser to a student organization.
- Serves as consultant (unpaid, except for travel expenses and/or a nominal honorarium).
- Multiple service roles may be considered as fulfilling service requirements. It is incumbent upon the faculty member to provide evidence of the merit of such activities.

(2) Does not meet expectations

- Negligible or no record of service to University Libraries, University, or professional committees or organizations.

(3) Exceeds expectations

- In addition to MEETS EXPECTATIONS, assumes leadership role in professional service activities in one or more levels (local, state, regional, national, or international). Record of active participation in leadership.
- Makes substantial contributions as an officer of a professional organization or a major division thereof.
- Serves as an officer of a major University body, such as Faculty Senate, Council of Directors, University Faculty Handbook Committee, Undergraduate Council, University Promotion and Tenure Committee, or Research Council.
- Serves as an officer or appointed member of Academic Integrity Council.
- Serves as chair of a library personnel committee such as the Faculty Evaluation Committee or School or College Tenure and Promotion Committees.
- Multiple service roles may be considered as exceeding service requirements. It is incumbent upon the faculty member to provide evidence of the merit of such activities.

2. Non-Tenure Track Faculty (e.g., Teaching, Clinical, Visiting, Research Faculty)

a. Librarianship

See Part III, A1a General Expectations for Faculty Performance above.

b. Research

1) Meets expectations

- Engages in practical, applied research that improves library services or student learning and is grounded in day-to-day practice.
- Provides guest lecturers, workshops, or interdepartmental training.
- Completes coursework/professional development.
- Additional scholarly activities may be considered as fulfilling research requirements. It is incumbent upon the faculty member to provide evidence of the merit of such activities.

(2) Does not meet expectations

- Insufficient evidence of scholarly output.

(3) Exceeds expectations

- Engages with other schools/departments or external universities or organizations in pursuit of research grants, emerging technologies, or other scholarly output.
- Gives one (1) presentation, lecture, or poster presentation at an academic or professional conference.
- Authors or co-authors a publication.
- Authors a book review.
- Additional scholarly activities may be considered as exceeding research requirements. It is incumbent upon the faculty member to provide evidence of the merit of such activities.

c. Service

(1) Meets expectations

- Engages in professional service activities at the local, state, regional, national, or international level.
- Serves as faculty advisor to a student organization.

(2) Does not meet expectations

- Insufficient evidence of service activities.

(3) Exceeds expectations

- Organizes workshops or meetings for a professional organization.
- Serves as editor of book reviews, design, news or comparable editor of a professional journal.
- Serves as reviewer of an article for peer-reviewed journal.
- Serves as consultant (unpaid, except for travel expenses and/or a nominal honorarium).
- Serves on a library personnel committee.
- Serves as an officer of a University committee or advisory body.

3. Faculty with Administrative Appointments

N/A

PART IV: PROMOTION AND TENURE GUIDELINES

The school's standards for promotion and tenure are grounded in disciplinary norms, consistent with practices at peer institutions, and aligned with the University's mission.

A. Institutional Requirements and Guidelines

See Faculty Handbook §5 and the [Office of the Provost website](#) for institutional requirements regarding eligibility, timeline, procedures, and roles:

- Required timeline and stages of review, including pre-tenure (§5.2), promotion (§5.3), and tenure years (§5.4).
- Composition and confidentiality of the School Promotion and Tenure Committee (§1.10.1)
- External review procedures and evaluator selection (§5.5).
- Sequential review process and reporting responsibilities of the director, dean, provost, and president (§5.8.1.2).
- For current formatting requirements, see the Faculty Handbook (appendices) and the Office of the Provost website.

B. Rank-Differentiated Criteria for Faculty Productivity

GENERAL COLLEGIALLY STATEMENT:

Collegiality is a factor in the obtainment of Tenure and Promotion . A sustained pattern of non-collegiality, unwillingness to collaborate or contribute, or failure to act on faculty recommendations, may adversely affect evaluations of promotion and tenure. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning the governance of the institution.

1. Tenure-Track - Tenure Requirements

ASSESSMENT STATEMENT: By granting tenure, the University exercises its belief in academic freedom and recognizes that a faculty member has the knowledge, skills, and professionalism required to make continuing, positive contributions to the discipline, school, and academic community.

The criteria for tenure are determined in the typical areas of assessment (librarianship, research, service) with additional considerations of collegiality within the University. Because they aim to become part of the cadre of faculty that will shape the long-term future of the institution, candidates for tenure must exhibit a clear sense of shared responsibility for the excellence of the University; this includes collegiality.

a. Librarianship

- Delivers professional librarianship in the faculty member's area of specialization as outlined in the job description.
- Completes assigned tasks, performs duties, and provides services in an effective and professional manner.
- Demonstrates initiative.
- As regards librarianship, collegiality includes showing professional respect for others and not disparaging members of the University Libraries (professionally or personally).

Collegiality includes being willing to offer reasonable assistance to other members of University Libraries in fulfilling their library responsibilities.

b. Research

Required:

- Gives two presentations/posters at professional conferences OR one (1) refereed conference with an acceptance rate of <50% or conference attendance of >75.
- Authors (or co-authors) two (2) peer-reviewed articles or scholarly book chapters OR authors (or co-authors) or edits (or co-edits) one (1) scholarly book OR one (1) peer reviewed article in a journal with a citation count over a three-year period equal to or greater than 30 or less than a 75% acceptance rate.
- One (1) from the list below:
 - Obtains an additional graduate degree in field related to your work.
 - Produces an additional peer-reviewed publication.
 - Presents at an additional professional conference.
 - Is awarded two (2) grants as PI or co-PI or one (1) external, competitive grant of more than 10,000 USD as PI or co-PI.
 - Is awarded a research award
- Collegiality in the context of scholarship is demonstrated through ethical, respectful, and constructive engagement with colleagues, collaborators, and the broader academic community. It includes fair attribution, professional communication, and productive participation in shared scholarly work while allowing for legitimate differences in viewpoint and approach.

c. Service

- To obtain tenure, faculty librarians must participate in service in ALL three categories of service to the University Libraries, the University, and the profession as demonstrated by regularly meeting expectations in annual reviews. The level of faculty engagement within their university and professional service roles forms the basis of their evaluation for tenure. See samples under Annual Evaluations above.
- Collegiality in the context of service includes showing respect for others and a willingness to do one's fair share of service for the sake of the University Libraries and for the sake of colleagues, staff members, and library patrons. It also includes a willingness to collaborate and contribute toward shared governance. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning governance of the institution.

2. Tenure-Track Promotion to Associate Professor Requirements

ASSESSMENT STATEMENT: Promotion is official institutional recognition of meritorious achievement in librarianship, research, and service. Promotion recognizes talented faculty for their records of achievement within their respective disciplines. Promotion to Associate Professor must be obtained at the same time or, in rare instances, prior to the award of tenure. Thus, performance meeting the requirements of tenure in the areas of Librarianship, Research will also be applied to the promotion to the rank of Associate Professor when they are applicable to both. Note that the Scholarship requirements for Promotion to Associate Professor differ from those of

tenure in that authorship of a book review or non-peer reviewed article is acceptable for the former, but not the latter.

a. Librarianship

- Delivers professional librarianship in the faculty member's area of specialization as outlined in the job description.
- Completes assigned tasks, performs duties, and provides services in an effective and professional manner.
- Demonstrates initiative.
- As regards librarianship, collegiality includes showing professional respect for others and not disparaging members of the University Libraries (professionally or personally). Collegiality includes being willing to offer reasonable assistance to other members of University Libraries in fulfilling their library responsibilities.

b. Research

- Authors (or co-authors) a peer-reviewed article or book chapter.
- Authors a book review or non-peer reviewed article.
- Gives a presentation or poster at a professional conference.

c. Service

- To obtain promotion to associate professor rank, faculty librarians must participate in service in ALL three categories of service to the University Libraries, the University, and the profession as demonstrated by regularly meeting expectations in annual reviews. The level of faculty engagement within their university and professional service roles forms the basis of their evaluation for tenure. See samples under Annual Evaluations above.
- Collegiality in the context of service includes showing respect for others and a willingness to do one's fair share of service for the sake of the University Libraries and for the sake of colleagues, staff members, and library patrons. It also includes a willingness to collaborate and contribute toward shared governance. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning governance of the institutions.

3. Tenure-Track - Promotion to Professor Requirements

Faculty hired at the level of Associate Professor may apply for promotion to full Professor at the same time as applying for tenure. In these cases, performance meeting the requirements of tenure in the areas of Librarianship, Research, and Service will also be applied to the promotion to the rank of Professor. Associate Professors who choose not to apply at the same time must subsequently and independently meet all the requirements for promotion to the rank of Professor.

a. Librarianship

Promotion to the rank of professor is conferred upon individuals who exemplify leadership, innovation, and dedication to the University Libraries, the University, and the profession.

b. Research

- Gives two presentations/posters at professional conferences OR one (1) refereed conference with an acceptance rate of <50% or conference attendance of >75.
- Authors (or co-authors) two (2) peer-reviewed articles or scholarly book chapters OR authors (or co-authors) or edits (or co+-edits) one (1) scholarly book OR one (1) peer reviewed article in a journal with a citation count over a three-year period equal to or greater than 30 or less than a 75% acceptance rate.
- One (1) from the list below:
 - Obtains an additional graduate degree in field related to your work.
 - Produces an additional peer-reviewed publication.
 - Presents at an additional professional conference.
 - Is awarded two (2) grants as PI or co-PI or one (1) external, competitive grant of more than 10,000 USD as PI or co-PI.
 - Is awarded a research award
 - Additional scholarly output for which faculty member makes a case
- Collegiality in the context of scholarship is demonstrated through ethical, respectful, and constructive engagement with colleagues, collaborators, and the broader academic community. It includes fair attribution, professional communication, and productive participation in shared scholarly work while allowing for legitimate differences in viewpoint and approach.

c. Service

- Consistent record of service to University Libraries, University, and profession.
- Leadership role in University Libraries service committees such as the Faculty Evaluation Committee, Promotion and Tenure Committees, or search committees.
- Leadership roles or recognition at national or international level.
- Collegiality in the context of service includes showing respect for others and a willingness to do one's fair share of service for the sake of the University Libraries and for the sake of colleagues, staff members, and library patrons. It also includes a willingness to collaborate and contribute toward shared governance. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning governance of the institution.

4. Teaching-Track - Promotion to Associate Teaching Professor Requirements

a. Librarianship

- Delivers professional librarianship in the faculty member's area of specialization as outlined in the job description.
- Completes assigned tasks, performs duties, and provides services in an effective and professional manner.
- Demonstrates initiative.
- As regards librarianship, collegiality includes showing professional respect for others and not disparaging members of the University Libraries (professionally or personally).

Collegiality includes being willing to offer reasonable assistance to other members of University Libraries in fulfilling their library responsibilities.

b. Research

Teaching-track faculty at the associate teaching professor levels are expected to engage in ongoing, scholarly activities and/or high-quality professional development to support University Libraries' mission.

Required:

- One (1) presentation at a professional conference
- Author (or co-author) one (1) peer-reviewed article or scholarly book chapter
- One (1) from the list below:
 - Obtains an additional graduate degree in field related to your work.
 - Produces an additional scholarly or professional publication.
 - Present at an additional professional conference.
 - Is awarded grant as PI or co-PI.
- Collegiality in the context of scholarship is demonstrated through ethical, respectful, and constructive engagement with colleagues, collaborators, and the broader academic community. It includes fair attribution, professional communication, and productive participation in shared scholarly work while allowing for legitimate differences in viewpoint and approach.

c. Service

- Consistent record of Service to University Libraries, University, and profession.
- Collegiality in the context of service includes showing respect for others and a willingness to do one's fair share of service for the sake of the University Libraries and for the sake of colleagues, staff members, and library patrons. It also includes a willingness to collaborate and contribute toward shared governance. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning governance of the institution.

5. Teaching-Track - Promotion to Teaching Professor Requirements

a. Librarianship

- Delivers professional librarianship in the faculty member's area of specialization as outlined in the job description.
- Completes assigned tasks, performs duties, and provides services in an effective and professional manner.
- Demonstrates initiative.
- As regards librarianship, collegiality includes showing professional respect for others and not disparaging members of the University Libraries (professionally or personally). Collegiality includes being willing to offer reasonable assistance to other members of University Libraries in fulfilling their library responsibilities.

b. Research

Teaching-track faculty at the teaching professor level are expected to engage in ongoing, scholarly activities and/or high-quality professional development to support University Libraries' mission.

Required:

- Gives two (2) presentations at professional conferences.
- Authors (or co-authors) two (2) peer-reviewed articles or scholarly book chapters OR authors (or co-authors) or edits (or co-edits) one (1) scholarly book.
- One (1) from the list below:
 - Obtains an additional graduate degree in field related to your work.
 - Produces an additional scholarly or professional publication.
 - Presents at an additional professional conference.
 - Is awarded grant as PI or co-PI.
- Collegiality in the context of scholarship is demonstrated through ethical, respectful, and constructive engagement with colleagues, collaborators, and the broader academic community. It includes fair attribution, professional communication, and productive participation in shared scholarly work while allowing for legitimate differences in viewpoint and approach.

c. Service

- Consistent record of service to University Libraries, University, and profession.
- Participation in University Libraries service committees such as Faculty Evaluation Committee, Promotion Committee, or search committees.
- Collegiality in the context of service includes showing respect for others and a willingness to do one's fair share of service for the sake of the University Libraries and for the sake of colleagues, staff members, and library patrons. It also includes a willingness to collaborate and contribute toward shared governance. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning governance of the institution.

C. Discipline- or Program-Specific Expectations

None required

D. Pre-Tenure Review Expectations and Procedures

None required

E. Timeline and Process Guidance

N/A

Appendix A

Suggested Accomplishments

The following sections on Teaching/Librarianship, Research, and Service contain suggestions of activities a candidate may accomplish which contribute to excellence. PLEASE NOTE that these are suggested activities and not an all-inclusive listing.

- Demonstrates leadership in strategic planning and development of innovative approaches to problem solving and program development
- Develops new or innovative approaches to problem-solving in specific areas of librarianship which will further enhance professional techniques and services
- Cooperates with other libraries and institutions to facilitate research
- Cooperates with other libraries and institutions to develop regional and national library services
- Incorporates the reading of professional literature, participation in discussion groups, or other means to keep up with new developments in the field
- Pursues additional degree(s) in field related to your work
- Mentors or supervises students
- Competently manages library resources under the faculty member's supervision
- Analyzes data relating to library collections, functions and use
- Develop an ongoing relationship with constituents based on professional expertise
- Performs administrative/managerial duties effectively
- Serves as thesis or dissertation committee member