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Promotion Guildelines for Librarians (2013)

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University of South Florida St. Petersburg

Promotion Guidelines for Librarians

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Principles

This document sets forth the Promotion Guidelines for Librarians at the University of South Florida St. Petersburg Library. These Promotion Guidelines are based on principles, procedures, and criteria that have been developed to recognize, reward, and encourage professional growth and development. This document, though based on the USF St. Petersburg Tenure and Promotion Procedures, reflects the distinct professional responsibilities of librarians.

Promotion is based upon a careful evaluation of a librarian's performance of his or her assigned professional duties, research/creative activities, and service. It is expected that librarians will demonstrate significant achievement, commensurate with rank, in the performance of these duties and activities. Annual evaluations, which reflect job assignments and merit criteria, will provide guidance to the librarian regarding his/her level of productivity and effectiveness as an academic librarian. The promotion process through the faculty ranks is seen as a natural extension of the job assignment and the performance evaluation processes.

Promotion Criteria

A. Performance of Assigned Professional Duties

The foundation of any judgment of readiness for promotion to higher academic rank is based upon a careful evaluation of a librarian's performance of his/her assigned professional duties, which may include: teaching, instructional support, reference assistance, cataloging, collection development, administrative and supervisory duties, database management (or other comparable activity appropriate for the unit); research/creative activities; and service to the public, the discipline, and the university. The librarian must establish a record of effectiveness in the performance of his/her assigned professional duties and professional rank that is consistent with the USF St. Petersburg Tenure and Promotion Procedures. Promotion also requires collegiality and participation as a citizen of the University, as this is an integral part of faculty performance.

The promotion criteria are not checklists to be completed. Instead, they serve as guidelines for evaluating professional performance that has been demonstrated through a pattern of achievement and productivity, which has been recognized by USFSP librarians, and other colleagues outside of the University, and academic administrators who have been charged with the responsibility of making these judgments. The strength of a librarian's performance of assigned professional duties will be addressed in the evaluations from the librarian's immediate supervisor, Library Promotion Committee, and Dean that are included in the USFSP Librarian Promotion Application, and will be measured by the following criteria: Demonstrated knowledge of assigned area of library specialization; initiative, resourcefulness, and originality in developing resources, solving problems, and locating information; productivity and accuracy; organizational and administrative skills; successful interaction with staff and library clientele; contributions to improvements in service and efficiency; critical perspective and evidence of continuing

professional growth; understanding and support of the mission, goals, and objectives of the University, the library, and the department/unit.

B. Research/Creative Activities

All research/creative activities will be judged on the quality, significance, and impact of these activities in research librarianship. Research/creative activities, in fields other than librarianship, are acceptable if they relate to subject fields in which library faculty have collection development responsibilities, professional assignments, or subject expertise. Research and/or creative endeavors accomplished prior to employment at USFSP may be considered as appropriate for movement through the ranks, however evidence of research activity and/or creative endeavors during the employment at the Nelson Poynter Memorial should be included for promotion to Associate or Full Librarian. Research/creative activities include, but are not limited to, the following:

Published articles in professional library or information science journals; publication of scholarly library or information science books; publication of chapters in scholarly library or information science books; published book or media reviews; success in obtaining grants; published reports, such as an ERIC report; published audiovisual media; published computer software; poster sessions at international, national, state, or local levels; papers presented at international, national, state, or local levels; presentations at international, national, state, or local levels; published articles in professional non-library or information science journals; publication of book chapters in professional non-library or information science journals; publication of scholarly books, locally distributed library or information science textbooks; editor or contributing editor of books, journals, or magazines; exhibits; contributions to the educational and administrative functions of the Library and the University through quality in-house documents; such as reports, assessments, marketing materials and other items; or original uses of technology or media, such as published web pages.

C. Service

All service activities will be evaluated to include the significance and impact they have on the library, the University, the profession, and the external community. Service activities may include, but are not limited, to the following:

1. Service to the Library and/or the University:

Service of this type refers to active participation or leadership in the educational and administrative functions of the Library and/or the University through committees, task groups, organizations, etc. which relate to and further the mission of the Library, faculty governance, USF St. Petersburg, and/or the Florida State University System.

2. Service to the Profession:

Service to the profession refers to active participation in local, state, national, or international professional organizations. Examples are membership, offices held, service on committees, program planning, and appropriate consulting activities.

3. Service to the External Community:

Service to the external community must relate to the basic mission of the University and should utilize the librarian's special professional expertise. The University Guidelines for Tenure and Promotion, August 7, 1998, indicate that "the normal service associated with good citizenship is not usually

evaluated as part of the . . . promotion process". Service to the external community refers to contributions in local, state, and national affairs. Examples include service on local, state, and national boards, agencies, and commissions. Other examples include professionally related presentations to civic groups, service to public schools, and appropriate non-compensated activities.

Review of Progress Towards Promotion

Current employees eligible for consideration for promotion may submit written requests to the Library Faculty Council Review Committee to be apprised of their progress toward promotion. The appraisal, as a separate component of the annual evaluation, is intended to provide assistance and counseling to candidates to help them to qualify themselves for promotion. The employee may also request, in writing, a meeting with an administrator at the next higher level to discuss status regarding the promotion appraisal. The appraisal is not binding upon the university.

Qualifications for Promotion in Academic Rank

In addition to the following criteria for academic ranks, all candidates for promotion must possess a Master's Degree in Library Science from an American Library Association (ALA) accredited institution. Time in rank, as well as performance and achievement outlined in the criteria, shall determine eligibility for promotion. Therefore, movement through the ranks shall be continuous from Instructor Librarian to Librarian. Attainment of any one rank, including the highest rank, does not exempt the librarian from continuing his/her growth, productivity, and achievement throughout one's career.

Qualifications for promotion to the ranks of Assistant Librarian, Associate Librarian, and Librarian are as follows:

1. To Assistant Librarian

a. Promise of continued professional growth in the performance of assigned professional duties, as outlined in Section A (Performance of Assigned Professional Duties).

b. Promise of substantive independent and collaborative research/creative activity, as outlined in Section B (Research/Creative Activities).

c. Promise of substantive contributions in the area of service, as outlined in Section C (Service).

d. As a general guideline, a librarian normally would not apply for promotion to the rank of Assistant Librarian without two years full-time equivalent professional experience after receiving the Master's Degree in Library Science. At least one year of the requisite two years of professional experience must be at the rank of Instructor Librarian at the University of South Florida St. Petersburg.

2. To Associate Librarian

a. Acknowledged record of success in the performance of assigned professional duties, as outlined in Section A (Performance of Assigned Professional Duties) and as reflected in Annual Performance Evaluations that document high achievement level, demonstrated excellence, increasing responsibility, and continued professional growth.

b. Substantial independent or collaborative research/creative activity as outlined in Section B (Research/Creative Activities).

c. Substantive contributions in the area of service, as outlined in Section C (Service).

d. Normally, a librarian would not achieve the rank of Associate Librarian without five years of full-time equivalent professional experience after receiving the Master's Degree in Library Science. Generally, three years of the requisite five years of professional experience would have been at the rank of Assistant Librarian. A librarian may submit their promotion package after completing at least two full-time contract years at the Assistant Librarian Level at the University of South Florida St. Petersburg. Librarians with three or more years at the rank of Assistant Librarian at another comparable academic library may apply for promotion to Associate after one year at USFSP if all other conditions for promotion in rank are met.

3. To Librarian

a. Acknowledged record of success in the performance of assigned professional duties, as outlined in Section A (Performance of Assigned Professional Duties) and as reflected in Annual Performance Evaluations that document high achievement level, demonstrated excellence, increasing responsibility, and continued professional growth. Demonstrated evidence of significant achievement among peers at the state, national, or international level. True distinction is expected in at least one of the areas of Assigned Professional Duties (Criteria A), or Research/Creative Activity (Criteria B), or Service (Criteria C).

b. Established record of research/ creative activity of at least state or national visibility as outlined in Section B (Research/Creative Activities). The record should predict continuing high productivity in research/creative activity throughout the individual's career.

c. Established record in the area of service, as outlined in Section C (Service). The record should predict continuing high productivity in service activity throughout the individual's career.

d. Normally, a librarian would not achieve the rank of Librarian without ten years of full-time equivalent professional experience after receiving the Master's Degree in Library Science. Generally, five years of the requisite ten years of professional experience would have been at the rank of Associate Librarian. A librarian may submit their promotion package after completing at least four full-time contract years at the Associate Librarian Level at the University of South Florida St. Petersburg. Librarians with five or more years at the rank of Associate Librarian at another comparable academic library may apply for promotion to Librarian after one year at USFSP if all other conditions for promotion in rank are met.

Procedures

A. Library Promotion Committee Membership

Charge: To review and make recommendations concerning the promotion of librarians at the University of South Florida St. Petersburg Library.

Composition: It will be the responsibility of the outgoing chair of the Library Promotion Committee to: 1) notify all eligible USF St. Petersburg librarians of vacancies on the Committee, 2) in consultation with the

Library Faculty Council, insure appropriate representation for the succeeding Committee, and 3) conduct a USF St. Petersburg Library election to elect members to the Committee.

The Library Promotion Committee will consist of three members, none of whom supervise a candidate for promotion or is a candidate for promotion. This Committee will be composed of at least two librarians from the Nelson Poynter Memorial Library and one librarian from one of the other libraries within the University of South Florida Library System, if necessary. The Library Promotion Committee will elect a chairperson. This chairperson must be a member of the USFSP library faculty.

Term of Office: The term of office for committee members should be staggered and ordinarily would be for two years to assure both continuity and change.

Eligibility: The members of the Library Promotion Committee must have been members of the USF library faculty for at least one year and must hold the rank of Associate Librarian or Librarian. If a member is unable to complete his or her term, the current chair of the Library Promotion Committee will hold an election after notifying all USF St. Petersburg librarians of a the vacancy on this Committee. Librarians in the University of South Florida St. Petersburg library, covered by the Promotion Guidelines for Librarians, are eligible to vote in this election.

B. External Letters of Review for Promotion from Assistant Librarian to Associate Librarian and from Associate Librarian to Librarian

The Department Head or Dean ordinarily will include in the promotion application a minimum of three letters (but not exceeding six) from external reviewers who are expert in the individual's area of expertise. See the USFSP Tenure and Promotion Application, External Reviews of Research and Creative Activities, for an Illustrative Letter of Invitation for External Reviewers. The candidate and the department Head or Dean will suggest external reviewers. The Library Promotion Committee may also suggest external reviewers. These reviewers should have no significant relationship to the candidate (e.g., major professor, co-author), unless there are mitigating circumstances that would indicate otherwise (e.g., to review activities so specialized that few expert reviewers exist). The supervisor and the candidate will jointly select the reviewers. In the event of disagreement each party will select one-half the number of qualified reviewers to be utilized. Letters from external reviewers should be in the librarian's file prior to the final recommendations by the Library Promotion Committee. All solicited letters which are received must be included in the librarian's promotion application.

C. Process

Candidate submits letters of intent requesting promotion to the Library Dean and to the outgoing chair of the Library Promotion Committee. As outlined under Procedures, Section B, candidates requesting promotion from Assistant Librarian to Associate or Associate Librarian to Librarian must submit a list of external reviewers for Research and Creative Activities to their Head/Dean, as outlined in Criteria, section B. See External Reviews of Research and Creative Activities, in the USFSP Librarian Promotion Application.

It is the responsibility of the candidate to complete the USFSP Librarian Promotion Application found on the AVP/Academic Affairs web site. The application is submitted to the candidate's immediate supervisor, for an evaluation for promotion.

The outgoing chair of the Library Promotion Committee conducts a USF St. Petersburg election to elect members to the next Library Promotion Committee.

The candidate's immediate supervisor completes the candidate's evaluation, signs and dates the application, numbers it appropriately and inserts it in the University Promotion Application under Evaluations, Section B, Chair's/Director's Evaluation. The Promotion Application is given to the Library Dean who submits the completed application to the outgoing chair of the Library Promotion Committee. The outgoing chair will notify promotion candidates of the Library Promotion Committee membership.

The outgoing chair of the Library Promotion Committee will convene the first meeting of the Library Promotion Committee. At its first meeting the Committee will elect a chair and will initiate the promotion evaluation process.

The Library Promotion Committee may ask the promotion candidate or the candidate's immediate supervisor for further clarification or documentation regarding the promotion application at any point during the review process.

The Library Promotion Committee completes the candidate's promotion nomination, numbers it appropriately, and inserts it in the University Application under Promotion Nomination, Section A2, Vote of the College Committee. The Library Promotion Committee signs and dates the application on the appropriate page. Written recommendations of the Library Promotion Committee are sent to the St. Petersburg Library Dean with a copy to the candidate. The application is then forwarded by the dean, along with the dean's letter of evaluation of the candidate, to the University of South Florida St. Petersburg Vice Chancellor for Academic Affairs for review. The application is then submitted to the USFSP Chancellor and CEO.

If any material is added to the file after the commencement of consideration, a copy shall be sent within five days to the employee, who may attach, within five days thereafter, a brief and concise response thereto.

Reviews of the packet by the USF St. Petersburg Vice Chancellor for Academic Affairs and the Chancellor and CEO are completed. Copies of written recommendations are forwarded to promotion candidates.

Promotion Applications are forwarded to the USF System President.

If an employee is denied promotion, the employee shall be notified in writing within ten (10) days, or as soon as possible thereafter, of that decision. Upon written request by an employee, the university shall provide the employee with a written statement of the reasons why the promotion was denied. The effective date of promotion shall be the beginning of the next contractual year.

D. Documentation/Completion of the University Promotion Packet

All promotion candidates must use the current University of South Florida St. Petersburg Librarian Promotion Application. The candidate will complete the Application and submit the original document, and a copy of the original document, to the Outgoing Chair of the Library Promotion Committee. Both the original document and the copy of the original document must have index tabs that clearly identify each section of the University Librarian Promotion Application. The copy of the original Librarian Promotion Application will be returned to the St. Petersburg Library Dean. Signatures are required only

on the original Librarian Promotion Application, which will become part of the faculty member's permanent university file. Candidates are urged to make a copy of the original Application for their own personal records.