

EXPANSION OF CRITERIA AND EXAMPLES FOR TENURE AND PROMOTION

Department of Library
Approved 9-20-2012

(This template is to be used to provide expansion of criteria and additional examples for sections of “ACU Promotion, Tenure and Post-tenure Review: Guidelines and Procedures” as noted below.)

II.B. General Criteria for Tenure and Promotion

Teaching Effectiveness (In addition to the criteria and examples provided in the “Guidelines and Procedures,” the department adds the following)

- a. Knowledge of the Subject Matter – The librarian is well acquainted with Library information resources and research literacy.
- b. Ability to communicate – The librarian should possess skills to establish rapport with users, clarify their information needs, and support discovery of relevant resources.
- c. Self-reflection and improvement – The librarian should constantly work to improve library instruction, practice, and policy;
- d. Interest in students – The effective librarian takes an interest in students as individuals. The librarian is conscious that helping the student learn offers opportunities to help the student experience ethical and spiritual growth, understand the implications of the discipline in matters of faith.
- e. The effectiveness of a librarian must be documented in a portfolio. The portfolio could contain, but is not limited to:
 - (i) Syllabi
 - (ii) Teaching Assignments/Job Description
 - (iii) Student work samples
 - (iv) Student Evaluations (CORE110, etc.)
 - (v) Reflections on the philosophy of librarianship and the integration of faith and learning.
 - (vi) Descriptions of new and/or innovative teaching methods, instructional materials, technological innovations: Handouts, technical writing samples and manuals, user guides, updated bibliographies, worksheets, presentation slides
 - (vii) Descriptions of advising or mentoring activities.
 - (viii) Unsolicited or solicited evaluations and commendations from students, colleagues, and researchers.

- (ix) Awards or other recognition.

Scholarship, Creativity and Their Equivalents (In addition to the criteria and examples provided in the “Guidelines and Procedures,” the department adds the following)

- a. Examples could include but are not limited to:
 - (i) Grants and contracts received and proposals accepted
 - (ii) Scholarly presentations at meetings and conferences
 - (iii) Pedagogical research
 - (iv) Editor or indexer for a monograph or serial Publications which create or enhance access to works, collections, or bodies of literature
 - (v) Publications:
 - 1. Books, monographs, and peer reviewed or solicited articles
 - a. Reviews of information resources.
 - b. Addition of original bibliographic and authority records to an international database (Example: OCLC)
 - c. Other publications
 - (vi) Scholarly and/or professional awards

Service – No additional criteria or examples required.

Collegiality – No additional criteria or examples required.

II C. **Specific Criteria for Tenure** (In addition to the minimum requirements for tenure provided in “Guidelines and Procedures,” the department adds the following)

- (i) The Masters of Library Science or appropriate terminal degree is required.
- (ii) A minimum of six years of professional experience as a librarian, at least four of which are tenure-track at ACU, is required with rare exceptions.

II.D. **Specific Criteria For Promotion** (In addition to the specific University criteria for each rank provided in the “Guidelines and Procedures,” the department adds the following)

Instructor

- a. An instructor must have a minimum of 18 graduate semester hours toward the Masters of Library Science or appropriate terminal degree with the intent of completing of the degree
- b. The librarian must show promise of being an effective faculty member and of continued professional growth

Assistant Professor

- a. The Masters of Library Science or appropriate terminal degree is required
- b. The librarian must show potential as an effective faculty member and must show promise of continued professional growth in scholarly activity and service.

Associate Professor

- a. The Masters of Library Science or appropriate terminal degree is required.
- b. A minimum of six years of professional experience as a librarian, at least four of which are at the assistant professor level, is required unless specified in the contract letter at the time of hire.
- c. The librarian should be recognized as an effective faculty member. This is demonstrated by submission of a portfolio described under the general criteria for effective teaching.

Professor

- a. The Masters in Library Science or appropriate terminal degree is required.
- b. A minimum of four years of university experience as a librarian after achieving the rank of associate professor is required with rare exceptions.
- c. The librarian should be recognized as an excellent faculty member. This must be demonstrated by submission of a portfolio described under the general criteria for effective teaching.

Motion to accept the 2012 revised expansion for T&P made by Craig Churchill, seconded by Karen. Unanimous approval.