

**LIBRARY RETENTION, TENURE AND PROMOTION  
STANDARDS**

*Academic Affairs*  
**POLICY  
FAC 192-00**


Implementation Date: 02/28/2000

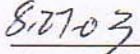
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**Definition**                    The purpose of this policy is to describe the requirements for periodic evaluation and performance review for library faculty. This policy follows the procedures for periodical evaluation in accordance with the Collective Bargaining Agreement (CBA) and the University RTP policy.


**Authority**                    CSU Unit 3 Collective Bargaining Agreement

**Scope**                      Library faculty.

  
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Roy E. McTarnaghan, Interim President

  
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Approval Date

  
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Robert Sheath, Provost

  
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Approval Date

**RETENTION, TENURE, AND PROMOTION STANDARDS  
CSU San Marcos Library**

**I. Introduction**

Personnel Policies and Procedures for Retention, Tenure, and Promotion (heretofore known as RTP). Item V. B.4 of this document, "Departmental standards," charges each department or equivalent unit to develop standards for the evaluation of faculty members of that department or unit. Library is understood to be a unit; the following constitute its departmental standards.

**II. Mission Statement**

The guiding principles for the interpretation of Library standards for retention, tenure and promotion are those enumerated in the University and Library mission statements, respectively.

The Library mission statement interprets the University mission statement in its collections, access to information, reference and instruction. Library faculty are active scholars and acquire specific competencies to implement the University and Library mission statements. As providers of information, library faculty promote and uphold the highest standards of academic freedom.

**III. Procedures**

The RTP clearly spells out procedures for retention, tenure, and promotion of all faculty. This document addresses only departmental standards and does not repeat procedures already in place in the RTP. Should a conflict exist between the Library document and the University document, the latter takes precedence.

**IV. Scope of Standards**

The scope of standards which the CSU San Marcos RTP document require (II.E.2.) "*Teaching, Research/Creative Activity, and Service.*" The scope of Library standards require: Professional Performance; Research/Creative Activity; University/Community Service.

**V. Standards**

The criteria for evaluation of library faculty are tailored to meet the characteristics of the library and information profession and the qualities and responsibilities appropriate for academic library faculty. The primary standard for evaluation is the library faculty member's performance within the criteria of University and Library mission statements as manifested in the candidate's Library Assignment of Responsibility. While excellent Professional Performance is the primary standard, it alone is not sufficient for retention, tenure, or promotion. Additional standards as defined below must also be met. Standard B, Research/Creative Activity and Standard C, University/Community Service must also be met for retention, tenure, or promotion. Faculty standards are more fully described in Ranks of Library Faculty, VI. A-C.

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These standards are designed to allow individual library faculty scope for achievement in various areas of library and information science and scholarship encompassing the values in the University and Library mission statements. While not expected to meet each and every criterion listed below, library faculty are required to progressively expand their contributions within the Library, the University, and the profession. Faculty standards are more fully described in Ranks of Library Faculty, VI. A-C.

The University founding mission statement specifically mentions criteria for evaluating library faculty excellence. Some particular points are listed herein:

- encourages students' excitement about the learning experience and process
- provides an atmosphere in which students can experience a challenging education in a supportive environment
- prepares students to live cooperatively and competitively in a world of cultural and ethnic diversity, economic and governmental differences, shared resources, ecological restraints and technological change
- serves as a resource for books, computer-generated information and ideas
- stimulates research and development in collaboration with public and private organizations
- offers cultural enrichment in an intellectually stimulating environment and acts as a focus for community and social activities, music ... and performing and visual arts
- promotes a multi-cultural outlook
- presents a global orientation
- includes basic skills in ... critical and creative thinking
- presents an interdisciplinary approach
- instill[s] in its students the ... habit of continuing inquiry that [is] central to all truly educated men and women

## **A. Professional Performance**

### Introduction

The primary standard for evaluation is the library faculty member's Professional Performance within the criteria of University and Library mission statements as manifested in the candidate's Library Assignment of Responsibility. Activities that expand job related knowledge and understanding of information and library science fields are essential to augment a candidate's performance. The range of work assignments in an academic library require individual library faculty to perform in multiple roles to meet the many demands of providing information resources to students and faculty. The relative weights given to Professional Performance may vary over time as reflected in a Library Assignment of Responsibility.

### **Some examples of Professional Performance include:**

#### A.1 Professional Performance

- accomplish professional objectives and fulfill responsibilities as described in the candidates' Library Assignment of Responsibility in support of University and Library mission statements

- promote student learning through the appropriate collection and classification of materials, through appropriate reference or consultation, and through design of effective delivery systems for off-campus sites
- further the objectives of fellow library faculty and staff as partners in the provision of excellent library and information science service to faculty, students and staff
- instruct (e.g. a course in the University's catalog; provide instructional activities as a guest lecturer or on a regular basis either connected to courses taught at the University or separately conducted library and information science instruction)
- consider and initiate new ideas, new technology or alternative approaches to the Library procedures
- apply bibliographic techniques effectively to the acquisition, development, classification, and organization of selected information resources
- initiate and carry to conclusion projects that contribute substantially to the Library mission
- perform effectively in terms of an individual Library Assignment of Responsibility
- demonstrate versatility, including the ability to work effectively in a range of Library function and subject areas
- create paper, auditory and/or electronic library resources

A.1.a. Some examples of the evaluation of Professional Performance include:

Peer evaluation of the quality of Professional Performance, the extent to which the faculty member's Professional Performance contributed to Library effectiveness; peer and student evaluation of teaching; project completion; creative solutions; innovative proposals; lottery grant proposals.

A.1.b. Some examples of the documentation of Professional Performance include:

Letter from relevant Coordinator[s], reports that evidence and/or peer assessment of the quality, quantity, and initiative in a faculty member's Library Assignment of Responsibility.

A. 2. Professional Growth

- update systematically in the field of library and information science and one's specific areas of responsibility through attendance at meetings, conferences, seminars, and examination of professional literature
- participate actively in professional and scholarly groups
- hold office in professional and scholarly groups
- study further specific areas of library and information science or a subject directly related to the candidate's Library Assignment of Responsibility
- increase and share knowledge of other areas which support library faculty and the University and Library mission statements over and above job responsibilities
- consult and/or mentor in the candidate's area of expertise
- organize regional, national or international conferences, workshops or seminars in the candidate's area of expertise

- A. 2. a. Some examples of the evaluation of Professional Growth include:  
Peer evaluation of the quality of participation/leadership in professional associations, conferences, seminars, research projects, mentor relationships, consultantships.
- A. 2. b. Some examples of the documentation of Professional Growth include:  
Documentation/reports of activity and contributions within professional associations, consultantships, program organization/delivery, study directly related to the Library Assignment of Responsibility.

**A.3 Library Leadership, Supervision, Administration**

- possess and share a level of expertise that is acknowledged and sought by colleagues and other professionals
- accept responsibility and leadership within the Library
- demonstrate the initiative to recognize problems, propose solutions and follow projects through to completion
- demonstrate and apply leadership and/or administrative skills
- supervise others effectively
- accomplish work with and through others
- stimulate the professional development of fellow library faculty, staff or the educational development of student/s and their future professional development
- take leadership role in committees, meetings, and councils to advance the University and promote the Library mission within the University

A.3.a. Some examples of the evaluation of Library Leadership, Supervision, Administration include: Peer evaluation of leadership, mentorship, project completion, administrative responsibilities, innovative solutions.

A.3.b. Some examples of the documentation of Library Leadership, Supervision, Administration include: Description/report of Library leadership, mentorship, project completion, administrative effectiveness, expertise, problem solving.

**B. Research/Creative Activity**

**Introduction**

It is essential to the University's mission that each faculty member demonstrate continued commitment, dedication, and growth as a scholar and/or creative artist. In all cases, research/creative activity results in an original contribution to knowledge or understanding in library and information science and includes the dissemination of that knowledge beyond the library or classroom. A range of scholarly contributions in other subjects may be considered when they are directly related to the Library Assignment of Responsibility.

Research/creative activity may be basic, applied, theoretical, integrative, and/or related to instruction. The relative weights given to scholarly/creative contributions may vary over time as reflected in a Library Assignment of Responsibility.

B.1. Some examples of Research/Creative Activity include:

- publish work in refereed journals
- publish books, book chapters, or other scholarly/creative work-
- edit and/or review scholarly work, or translate into other languages or media
- present work at professional meetings; participate in specialized colloquia, seminars, symposia, or conferences
- conduct pedagogic research and exposition
- present creative work for peer review
- conduct applied and/or theoretical research
- write grant or fellowship proposals (other than lottery grants)
- creative use of technology

B.2. Some examples of the evaluation of Research/Creative Activity include:

Work accepted at a refereed journal, material accepted for publication, presentation/paper invitation, grant proposal, fellowship application; completed scholarly/creative activity required in a grant or fellowship

B.3. Some examples of the documentation of Research/Creative Activity

include: Peer assessment of the quality of the contribution to the field, acceptance of a research or creative work by a referred editorial board or jury; conference evaluation; grant/fellowship (other than lottery grants) application and final report, delivered paper, research report, software.

**C. University/Community Service**

Introduction

Activities that enhance the institution and the profession, locally, nationally, and internationally are integral to Library faculty service responsibility. In a rapidly growing institution such as CSUSM, service endeavors, above and beyond the outlined duties of the position, prove immense and deserve to be evaluated with consideration for the demands of such undertakings. Not only should the value of the contribution be considered, but also the effect that the contribution has on other areas of performance. The relative weights given to University/Community Service may vary over time as reflected in Library Assignment of Responsibility documents.

C.1. Some examples of University/Community Service include:

- hold membership and offices on committees, governing bodies, editorial boards, professional advisory boards, external review teams and task forces within the University or in the community
- serve as a consultant to community groups above and beyond the outlined duties of the position
- perform volunteer library work for non-profit groups

- serve as faculty advisor to student organizations within the University or in the community
- mentor University or community colleagues
- accept extraordinary administrative activities or special assignments above and beyond the outlined duties of the position
- present lectures, presentations, performances or displays to community groups or schools outside the outlined duties of the position
- organize conferences, workshops or seminars relevant to the University or community
- publish op-ed pieces, letters to the editor, radio and TV interviews relevant to the University or community

C.2. Some examples of the evaluation of University/Community Service include: Peer evaluation of the quality of that service and its relevance to the University and Library mission statements. Among service contributions, those that relate directly to one's job responsibilities or academic expertise shall be given primary consideration as well as the appropriateness of the service to the faculty member's rank.

C.3. Some examples of the documentation of University/Community Service include: Description/list of service; evaluation by fellow committee members regarding quality of service provided and significance of the contribution; documents, reports or other materials created; letters of invitation; and published reviews, newspaper articles.

## **VI. Ranks of Library Faculty**

The following are specific guidelines for retention, tenure and promotion at each rank of Library faculty.

### **A. Senior Assistant Librarian**

Criterion for appointment:

- ALA-accredited MLS or foreign equivalent

Criteria for retention:

- effective Professional Performance at the Senior Assistant Librarian rank
- demonstrated development of a research agenda
- active participation in University or community committees

Criteria for tenure & promotion

- excellent Professional Performance at the Senior Assistant Librarian rank
- evidence of research such as publication or acceptance of an article in a peer-reviewed journal and a developed research agenda
- evidence of active participation in University or community committees

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**A.1. Professional Performance (Standard V. A)**

The rank of Senior Assistant Librarian is the entry tenure-track level for library faculty with a graduate degree in library and information science. The Senior Assistant Librarian shall demonstrate effectiveness, good judgment in problem solving, and in quantity and quality of organizing work in performance of her/his Assignment of Responsibility. The Library Assignment of Responsibility shall describe the areas of focus for Professional Performance. Library faculty at this rank, after the initial training and/or orientation period, shall work effectively in a range of Library functions and subject areas, and begin to demonstrate the development of expertise that is sought by colleagues. The Senior Assistant Librarian member shall show evidence of originality in developing approaches to problems or assignments, and the ability to relate assigned functions to more general educational objectives of Library and the University. A Library faculty member at this rank is beginning activity in professional associations and may take a leadership role within Library for specific projects. Typically, a Library faculty member at this rank is committed to the provision of effective service and will go beyond routine duties when necessary to achieve a goal.

**A. 2. Research/Creative Activity & University/ Community Service (Standards V. B & C.**

Library faculty at this rank shall demonstrate increasing achievement in both of the additional standards.

- Research/Creative Activity: The Senior Assistant Librarian shall develop a research agenda and build evidence of research such as publication or acceptance of at least one peer-reviewed article.
- University/Community Service: The Senior Assistant Librarian shall participate actively in University or community committees and build evidence of active participation.

**B. Associate Librarian**

Criteria for appointment:

- ALA accredited MLS or foreign equivalent
- excellent Professional Performance at the Senior Assistant Librarian rank
- evidence of research such as publication or acceptance of a minimum of one peer-reviewed article and a focused research agenda
- evidence of active participation on University or community committees

Criteria for retention:

- effective Professional Performance at the Associate Librarian rank
- demonstrated achievement in research such as publication or acceptance of articles in peer-reviewed journals and an established research agenda
- evidence of substantial contribution to University or community committees

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## Criteria for Tenure:

- excellent Professional Performance at the Associate Librarian rank
- demonstration of continued scholarship such as publication or acceptance of articles in peer-reviewed journals and an established research agenda.
- noteworthy achievement or substantive contribution to University or community committees

## Criteria for promotion

- sustained excellent Professional Performance at the Associate Librarian rank
- evidence of an established record of research such as publication in peer-reviewed journals or successful grant (other than lottery grants) activity and an established research agenda
- evidence of sustained contribution to or responsibility for University or community committees

## B.1. Professional Performance (Standard V. A)

The rank of Associate Librarian requires considerable professional achievement as a specialist in a given library and information science function area or another subject directly related to the Library Assignment of Responsibility. The Associate Librarian practices a broad range of library information science activities using initiative, judgment, and independence to solve unique problems, and to develop innovative approaches. An Associate Librarian is expected to attain a degree of expertise that is sought by colleagues, a high level of professional skills, understanding of current techniques and technologies, and effectiveness in working with students, other faculty, and staff. At this rank Library faculty must show versatility, the capacity to work effectively in a range of library and information science function and subject areas, and demonstrate the ability to make and implement decisions effectively. The Associate Librarian shall demonstrate excellence in quality, quantity, and breadth of performance of her/his Library Assignment of Responsibility. The Library Assignment of Responsibility shall exhibit careful consideration to the numerous responsibilities of an Associate Librarian and demonstrate a commitment to his/her position within Library and the University. The agreement and goals documents should further refine and evidence progress toward accomplishment of professional goals.

An Associate Librarian shall show responsiveness to the needs of the academic community and a high level of commitment to the provision of effective service. Leadership ability should be manifest. If the Library faculty member supervises or coordinates the work of faculty, staff and/or students, s/he shall demonstrate the ability to plan and organize work, to meet deadlines, to follow regulations, to suggest improvements, and to coordinate work with that of the other departments and units. An Associate Librarian shall make objective judgments in evaluating the professional activities of others and discuss constructively the performance evaluation of others. An Associate Librarian may hold office in professional associations, demonstrate awareness of broader community concerns, and leadership within Library or the library and information science profession, or subject area directly related to the Library Assignment of Responsibility.

B. 2. Research/Creative Activity & University/Community Service (Standards V. B & C).  
Library faculty at this rank shall show considerable achievement in Research/Creative Activity and in University/Community Service.

- Research/Creative Activity: The Associate Librarian shall provide a record of research such as articles published in peer-reviewed journals or successful grant (other than lottery grants) activity and a focused and established research agenda.
- University/Community Service: The Associate Librarian shall provide evidence of the impact of his/her service on University or community committees.

### **C. Librarian**

Criteria for appointment:

- ALA-accredited MLS or foreign equivalent
- excellent Professional Performance at the Associate Librarian rank
- evidence of sustained research such as publication of articles in peer-reviewed journals or successful grant (other than lottery grants) activity and an established research agenda
- evidence of sustained contribution to University or community committees

Criteria for retention:

- effective Professional Performance at the Librarian rank
- evidence of continuing research such as articles in peer-reviewed forums or successful grant (other than lottery grants) activity and an established research agenda
- sustained and outstanding service contribution to University, community or library and information science disciplinary committees

Criteria for tenure:

- superior Professional Performance at the Librarian rank
- evidence of significant research such as articles published in peer-reviewed forum or successful grant (other than lottery grants) activity and an established research agenda
- documented sustained and outstanding service to University, community or library and information science disciplinary committees

#### **C.1. Professional Performance (Standard V. A)**

The rank of Librarian is reserved for those Associate Librarians who have earned a high order of recognition from their colleagues and whose record documents sustained and outstanding contribution to the library and information science field. The Librarian effectively pursues the most difficult problems of library and information science and provides creative approaches and solutions in areas for which there is little or no precedence. The Librarian demonstrates exceptional leadership, judgment, and originality in defining and contributing to the solution of library and information science problems involving several organizational functions or in

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the performance of extremely difficult and comprehensive special projects requiring professional skills, ingenuity, creativity and resourcefulness exceeding those at the Associate rank.

Typically a Librarian at this rank has expertise in a range of library and information science functions and areas, and is able to relate this experience effectively to the educational objectives of Library and University in terms of budget, space and personnel available to implement her/his proposals. The Librarian is able to stimulate the professional development of colleagues and is highly committed to the provision of effective Library service. The Librarian at this rank is recognized for contribution to and leadership in library and information science or other appropriate professional associations directly related to the Library Assignment of Responsibility.

The Librarian's Professional Performance shall include significant contribution to library and information science or subject association directly related to the Library Assignment of Responsibility. The Librarian shall demonstrate expertise and leadership in quality, quantity and breadth of performance of her/his Library Assignment of Responsibility. The Library Assignment of Responsibility shall exhibit deliberate consideration to the multiple responsibilities of a Librarian and demonstrate an understanding of his/her position within the Library, the University and the discipline. The agreement and goals documents shall demonstrate high caliber and widely recognized achievements meeting professional goals.

C. 2. Research/Creative Activity & University/ Community Service (Standards V. B & C).  
Library faculty at this rank shall show outstanding achievement in Research/Creative Activity & University/Community Service.

- Research/Creative Activity: The Librarian shall demonstrate sustained and outstanding research such as articles in peer-reviewed forums or successful grant (other than lottery grants) activity.
- University/Community Service: The Librarian shall demonstrate that his/her leadership, contribution and service to University, community or library and information science discipline committees is recognized.

**VII. WPAF Contents**

Should a conflict exist between the Library document and the University document, the latter takes precedence. Library WPAF files shall contain the following:

- A. Cover memo requesting review
- B. Table of contents
- C. Current curriculum vitae
- D. Library Assignment of Responsibility [successive documents to show progression]

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- E. Reflective statement[s] that addresses the standards for review (V. A-C, above). Not to exceed 15 pages
- F. Evidence of success arranged and labeled to correspond with the standards for review (V. A-C). Not to exceed 30 items.
- G. Peer evaluation (Coordinator[s] letters and other peer evaluation[s])
- H. All previous personnel reviews
- I. Library RTP standards.
- J. Library mission statement
- K. Complete index of material in the WPAF

**VIII. Election of Peer Review Committee (Procedures)**

Should a conflict exist between these procedures and the University's RTP (section IV Responsibilities of those involved in the review cycle, C. Election and composition of the Peer Review Committee), the University's RTP takes precedence.

- A. Elections shall be held in the semester prior to the one in which candidates must submit their WPAFs.
- B. The immediate past chair of the Library Peer Review Committee shall run the election. S/he shall coordinate a process of nomination, construction of the ballot, and shall ensure that ballots are submitted to and counted by a neutral party. S/he shall forward election results to all Library faculty and the Dean.
- C. A Peer Review Committee shall consist of three (3) full-time tenured faculty. Library tenure-track faculty unit employees, in consultation with one another, shall nominate tenured faculty members from within Library to serve on the Peer Review Committee for all faculty unit employees in the program who are subject to periodic evaluation or who are being considered for retention, tenure, and/or promotion during the upcoming academic year. When there are insufficient eligible members to serve on the Peer Review Committee, the Library tenure-track faculty shall nominate eligible faculty from a related academic discipline.
- D. Eligible Faculty  
All tenured Library, College of Arts and Sciences, College of Education, or College of Business Administration faculty at a rank equal or above that of the candidate are eligible to serve on the Peer Review Committee, with the following exceptions:
  - faculty who are currently candidates for promotion are not eligible to serve on Peer Review Committees
  - faculty who are members of the P&T committee are not eligible to serve on any Peer Review Committee
- E. The election of a separate Peer Review Committee for tenured Librarian being evaluated and/or candidates for promotion to Librarian rank will follow the same procedures except

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that only tenured faculty at the Librarian or Full Professor rank shall serve on this committee.

- F. The responsibilities and calendar for the Peer Review Committee are clearly outlined in the University RTP document and the President's calendar, respectively.