

LIBRARY FACULTY RTP GUIDELINES

University Library Schulz Information Center

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This document has been developed in accordance with the Sonoma State University Policy: Reappointment, Tenure and Promotion Procedures, Criteria and Standards for Tenured and Probationary Faculty (<http://www.sonoma.edu/uaffairs/policies/rtp.htm>) and the CSU/California Faculty Association Collective Bargaining Agreement for Unit 3 (http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAatoc.shtml) and those documents prevail.

Librarians are dedicated to supporting and enhancing the mission of the University through resources and services that enrich instruction and meet the needs of the University's departments, programs, and diverse user population. Librarians leverage technology and creativity to address the next generation of library technologies particularly as applied to discovery and access tools, integrated library systems, collection development, web design and development, digital library and institutional repository projects, acquisition and cataloging of materials, and electronic resources management. Librarians also collaborate with instructional faculty on the teaching and learning process in the classroom; develop and implement information literacy competence curricula; assist students, staff and faculty with library and information research; and provide a welcoming and safe environment.

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I. LIBRARIAN LEVELS (RANKS)

The terminology in effect for academic ranks of classroom faculty applies to library faculty:

<i>Classroom Faculty</i>	<i>Librarians</i>
Instructor	Assistant Librarian
Assistant Professor	Senior Assistant Librarian
Associate Professor	Associate Librarian
Professor	Librarian

Part Time: Assistant Librarian serves as the entry level for part time or temporary librarians.

Probationary: Senior Assistant Librarian generally will serve as the entry level for probationary tenure-track librarians.

Promotion: Candidates may be considered for promotion in accordance with campus guidelines.

II. APPOINTMENT

A master's degree in library science from an institution accredited by the American Library Association (ALA) is the appropriate terminal professional degree. A recognized equivalent may, in some cases, substitute for the ALA accreditation.ⁱ

The announcement of any available librarian position will follow the SSU Faculty Affairs hiring guidelines. The appointment criteria are based on the potential to meet SSU Reappointment, Tenure and Promotion (RTP) requirements and standards (Appendix A and <http://www.sonoma.edu/aa/fa/rtp.shtml>).

III. AREAS OF EVALUATION

Candidates for RTP will be evaluated on evidence submitted in four areas:

- A. *Effectiveness as a Librarian*
- B. *Scholarship, Research, Creative Achievement, and Professional Development*
- C. *Service to the University*
- D. *Public Service and Service to the Community*

The criteria listed under *Effectiveness as a Librarian* are most important. However, meeting the criteria in all areas of evaluation is necessary for reappointment, tenure and promotion. In all areas, professional currency must be maintained, new skills must be developed, and professional involvement must be demonstrated.

ⁱ Association of College & Research Libraries (June 2005), *A Guideline for the Appointment, Promotion and Tenure of Academic Librarians*, <http://www.ala.org/ala/acrl/acrlstandards/promotiontenure.htm>; (8 July 2000), "ACRL Statement on Professional Development," <http://www.ala.org/ala/acrl/acrlpubs/whitepapers/acrlstatement.htm>.

Throughout the process, the Library Reappointment, Tenure and Promotion Policy (LRTP) will address the candidate's areas of strength and areas where improvement is needed. By the end of the third year, the candidate should be well positioned to meet the standards for tenure and promotion.

A. Effectiveness as a Librarian

For library faculty the phrase "*Effectiveness as a Librarian*" shall be substituted for references to "*Teaching Effectiveness*" in the University RTP policy.

In writing the self-evaluation (see Documentation & Files, Section VI), all candidates for reappointment, tenure and promotion should address the **General Characteristics** as outlined below. Those with management responsibilities should also address the characteristics under **Management of a Library Unit**. The evaluators of the candidate will use the same criteria.

The evaluation should also be tailored to the candidate's specific Functional Area(s), as outlined in Appendix B. Librarians are typically responsible for one or more functional areas. Responsibilities will continually change to meet the evolving needs of the Library. Changes in a librarian's responsibilities are made by the Dean, in consultation with the library faculty.

General Characteristics

- Demonstrates a commitment to a student-centered learning environment
- Demonstrates leadership qualities, e.g., identifying and spearheading initiatives and new programs; actively representing the Library on campus; modeling strong work ethics and sound judgment for library staff
- Demonstrates awareness of trends in higher education and librarianship
- Incorporates new directions in areas of responsibility
- Demonstrates collaborative relationships with colleagues, the campus community, and library users
- Demonstrates effectiveness as a liaison to subject departments; updates and applies knowledge of assigned subject areas on a continual basis
- Participates in Library outreach both within and beyond normal work schedule
- Demonstrates an ability for increasing responsibilities
- Contributes to Library-wide planning and organization as well as planning within functional areas, and actively participates in Library committees
- Demonstrates awareness of CSU system-wide initiatives and their impact on areas of assigned responsibility
- Demonstrates quality work in areas of responsibility
- Demonstrates effective oral and written communication skills
- Adheres to working schedules as outlined in the Collective Bargaining Agreement (Appendix C)
- Shares responsibility for the overall management of the Library
- Incorporates best practice in supporting the goals and objectives of the Library and University
- Participates in peer evaluation
- Shares information with colleagues from attendance at conferences, workshops, etc.
- Supports SSU's Diversity Vision Statement (<http://www.sonoma.edu/diversity>)

Management of a Library Unit

Librarians may have administrative responsibilities in a unit or department, or may have the responsibility of coordination between a number of units or departments.

Characteristics

- Establishes and demonstrates progress towards unit goals and objectives
- Maintains a constructive and productive working environment for unit employees
- Effectively plans and coordinates unit resources including staff, student employees, supplies and equipment
- Leads, motivates, trains and develops staff of varying backgrounds and abilities
- Competently monitors, directs, and schedules unit employees
- Communicates effectively with Library colleagues regarding the activities of the unit

Functional Areas (See Appendix B for more detailed descriptions)

Librarians are typically responsible for one or more functional areas. Responsibilities will change to meet the evolving needs of the Library, including but not limited to:

- Access Services
- Collection Development and Management
- Information Literacy Instruction
- Marketing
- Reference Services
- Regional and Special Collections
- Systems
- Technical Services
- Web Services

B. Scholarship, Research, Creative Achievement, and Professional Development

The candidate's record in this area must demonstrate professional currency and growth. Candidates are strongly encouraged to pursue activities that support the Library's strategic goals.

The nature of scholarship and professional contribution in academic librarianship is similar to other scholarly communication in many respects. However, librarian's contributions will be primarily focused on the application of theory to practice rather than the development of theory *per se*.

Professional contribution in academic libraries takes many forms. The quality, quantity and professional significance of contributions are considered when assessing a candidate for reappointment, tenure or promotion. Activities should relate to the librarian's responsibilities and contribute to academic librarianship.

In his or her self-evaluation, it is the candidate's responsibility to explain how the record presented demonstrates significant, relevant, and current professional contribution.

It should be clearly stated if a work is in progress, has been submitted, has been accepted, or has been published or issued. Works that are complete and available carry greater weight than works in progress, works submitted for publication or works accepted for publication, although the latter are still indications of professional contribution and should be included.

The following categories are the most common forms of *Scholarship, Research, Creative Achievement, and Professional Development* for librarians. Other types of professional contributions may be presented if the candidate can demonstrate that they contribute to professional currency and relevancy.

Publications

Publication is an important avenue for promulgating new ideas, making connections within the profession and with other disciplines, and sharing practical applications. Scholarly publications in a professional journal, book or forum, especially if refereed, are traditionally considered unquestionable accomplishments, but other publications which make a substantive contribution to the library or intellectual community are acceptable. Scholarship that does not result in print publication must be in a form that can be shared with peers and must be capable of being evaluated.

Examples:

- Periodical articles
- Published proceedings
- Book or book chapter, including reference sources
- Authored web projects
- An indexed collection of resources

Presentations

Conferences, workshops and professional meetings are an important communication forum for librarians. In the evaluation process, a presentation is assessed by the content, preparation, research required, the forum to which it is delivered, and the impact on the profession.

Examples:

- Speaking or delivering a paper at a conference or professional meeting
- Speaking at a conference as an invited speaker
- Participation in a panel discussion
- Conducting a workshop at a professional conference or meeting
- Poster sessions

Professional Organizations

Professional library organizations and complementary associations add an important element to personal and professional development in academic librarianship. If a librarian chooses to be actively involved in a professional association, it should be understood that the commitments should not impact Library operations.

Examples:

- Serving on a committee, as a committee chair, or as an elected officer in a professional association
- Moderating an electronic discussion list, editing a newsletter or publication or similar activity
- Serving as a meeting facilitator
- Organizing a conference session or discussion

- Hosting a conference, workshop or symposium
- Conference attendance should be listed under “Continuing Education”

Grants

Grant proposals are considered an important professional activity, whether or not the grant is funded. Grant proposals should support Library goals. In the evaluation process, a grant proposal is assessed by the content, research required, the forum to which it is delivered, and the impact on the profession.

Creative Work

Creative work is an integral part of the Library’s mission and enhances the intellectual environment of the academic community. Activities include the creation and coordination of exhibitions, performances, creative writing, and lecture series. In the evaluation process, creative work is assessed by the content, preparation, research required, the forum to which it is delivered, and the impact on the profession or target audience.

Continuing Education

Professional currency through continuing education is crucial in the rapidly changing fields of higher education, academic librarianship and information technology.

Examples:

- Attendance at professional conferences or workshops, including virtual venues
- Formal programs of study or pursuit of an additional degree in a relevant subject to the librarian’s assignment
- Courses or workshops to expand or improve professional competence (e.g. software applications, improvement of teaching, acquisition of language skills)
- Memberships in professional or scholarly organizations

C. Service to the University

Active participation in the life and governance of the University is expected of library faculty, and service in this area should contribute to the mission and goals of the Library. The candidate is responsible for communicating back to the Library the relevance of activities cited.

Examples:

- Participation in University-wide and CSU-wide committees
- Contributions to the organizational, academic, intellectual, and social life of the University
- Faculty governance leadership
- Service on student thesis committees; advising student organizations; directing independent study projects
- Representation of the University in an official capacity
- Activities that enhance the University’s ability to serve the needs of a diverse student body
- Activities that enhance the University’s ability to attract, retain and graduate its students
- Involvement with ad hoc student, staff or faculty organizations

D. Public Service and Service to the Community

Service outside the campus community can take many forms, but greater value is attached to activities that utilize the librarian's special training or skills, have educational value, and enhance the reputation of the Library or University. It is important to disclose any financial interest or remuneration.

Examples:

- Local, State, and Federal boards, commissions, and committees
- Civic and professional organizations
- Community service organizations
- Schools
- Charitable organizations
- Social agencies
- Political groups/organizations
- Recreational agencies and groups
- Cultural organizations
- Regional network or local library committees

IV. STANDARDS FOR REAPPOINTMENT, TENURE, AND PROMOTION

A. Reappointment

Throughout the probationary period, the candidate should demonstrate progressive and ongoing involvement in each area of evaluation.

During the first year of employment, the candidate should focus on *Effectiveness as a Librarian*.

During the succeeding years of the probationary period, the candidate is required to show increasingly active involvement in all areas of evaluation. The quality of performance expected of a librarian will be progressively greater for each successive evaluation.

B. Tenure

The award of tenure indicates that a level of significant accomplishment and contribution has been reached and that the candidate has demonstrated a continuing and active commitment to the mission of the University and the Library. Tenure also indicates that the University and the Library have seen demonstrated excellence and are undertaking a long-term relationship with, and investment in, the successful candidate.

If prior service credits were granted when hired, those credits, added to the time at SSU, will determine where the candidate fits in the schedule of RTP review. It is customary but not required for an application for tenure to be accompanied by an application for promotion to the next rank.

C. Promotion

Promotion is based on the candidate's record of achievement and potential for continuing growth in all four categories of evaluation. At each level of promotion, the candidate should demonstrate a commitment to the mission of the University and the Library. Consideration of

promotion must take into account the candidate's record of performance during all years since appointment or promotion to the present rank at Sonoma State University. For promotion from Senior Assistant Librarian to Associate Librarian, the candidate should demonstrate increasingly active involvement in all areas of evaluation over the evaluation period. Promotion to this rank requires evidence of substantial contributions in all categories of evaluation.

For promotion from Associate Librarian to Librarian, outstanding performance and achievements in all categories of evaluation must be demonstrated. This promotion is based upon achievement beyond the level required for the rank of Associate Librarian.

Those eligible for but not seeking promotion must notify Faculty Affairs and LRTP in writing that they do not wish to be considered.

The promotion document is a separate and distinct document from the reappointment and tenure documents, with different timelines and levels of review. Unlike reappointment and tenure, promotion is a competitive process among all SSU departments. See Section I. E of the University RTP policy for a discussion of procedures and the SSU Faculty Affairs web site for the review schedule.

D. Early Tenure/Promotion (Early Actions)

The Library follows the campus guidelines regarding early tenure and promotion, which is not customarily granted.

V. REVIEW CYCLES

Only tenured, full-time faculty and administrators may engage in deliberations and make recommendations regarding the evaluation of library faculty. Cumulative PAF files may be reviewed at any time by the LRTP Committee.

A. Probationary Faculty

During the probationary period, librarians are reviewed annually based on the University and Library RTP policies. Levels of review are defined in Section I.F of the University RTP policy. Reviews should provide the librarian a clear picture of progress toward tenure and promotion and point out any deficiencies that have been identified. A plan to remedy deficiencies should be discussed between the dean, the LRTP committee, and the candidate.

In exceptional cases, where there is unanimity from the LRTP Committee on the progress of the candidate in all four areas of evaluation, a two year appointment may be recommended, in consultation with the candidate.

B. Periodic Evaluation of Tenured Librarians (post-tenure review)

Tenured librarians are reviewed at intervals outlined in the Procedures for the Periodic Evaluation of Tenured Faculty policy.

C. Temporary Faculty Review Procedures

All temporary librarian faculty are reviewed annually as outlined in the Periodic Evaluation of Temporary Faculty, located at: <http://www.sonoma.edu/uaffairs/policies/periodicpolicy.htm>

The annual schedule is available on the Faculty Affairs web site.

VI.DOCUMENTATION & FILES

A. Working Personnel Action File (WPAF)

For each review cycle, the candidate is responsible for compiling and submitting evaluation materials to the LRTP committee. The LRTP then creates the WPAF that includes the pertinent documentation in support of the candidate's RTP review, and is the body of information forwarded to higher levels of review.

The WPAF closes at a specified date, noted for each review cycle at the Faculty Affairs web site. The Library may establish earlier review dates. The WPAF is incorporated into the Personnel Action File (PAF) at the end of each evaluation cycle. The PAF is housed in Faculty Affairs.

A full description of the University RTP guidelines for the WPAF is available in the university RTP policy section I.C.3.b. Required documents to be included in the WPAF:

- An updated CV
- A self-evaluation that is a reflective statement of the candidate's work, typically 3 – 5 pages. Candidates should describe how the Library and University goals inform their work in the four areas of evaluation:
 - A. Effectiveness as a Librarian
 - B. Scholarship, Research, Creative Achievement, and Professional Development
 - C. Service to the University
 - D. Public Service and Service to the Community

The self evaluation document should highlight the scope and quality of the candidate's activities and achievements. It should also identify areas where the candidate sees a need for improvement. This document should not simply reiterate the activities and contributions listed in the vitae. Refer to campus guidelines and consult the LRTP Committee regarding the length of the document, as it varies per cycle.

- Two written peer observations. It is the candidate's responsibility to obtain two peer observations within each academic year (July – June).

For librarians whose primary work assignment is student instruction, both observations must be drawn from the teaching of students. One observation must be from the instruction coordinator or a designee. The other may be from a librarian or faculty member outside the Library. At least one of the observers must be a tenured faculty member.

For librarians whose primary work assignment includes both teaching students and staff, one observation must be drawn from the teaching of students and written by the instruction coordinator or a designee. The other may be from a librarian or faculty member outside the Library. At least one of the observers must be a tenured faculty member.

For librarians whose primary work assignment includes the instruction of staff and/or other librarians, but not students, both observations must be by librarians. At least one of the observers must be tenured.

- Summary of student evaluations of teaching effectiveness since the last evaluation period is required for librarians who provide instruction.

Optional Documents that the candidate may submit to the department for evaluation:

- Documented examples of outstanding solutions to Library problems: specific reports for which the individual had significant responsibility; plans originated by the candidate involving significant projects which reflect initiative, originality, and organizational ability.
- Written observations by faculty, staff or students of presentations, seminars and workshops.
- Samples of exemplary or innovative materials the candidate has developed including: research guides; Web-based materials; procedure manuals; tools to facilitate communication of complex processes; grant proposals; reports; curriculum materials.
- Documented examples of contributions outside of the profession.
- Letters of appointment or appreciation, or letters of recommendation.
- Recognition of outstanding achievement or promise in the field as evidenced by award of fellowships, honorary appointments, prizes or grants.
- Evidence of community service: letters of appreciation, civic honors and awards.
- Evidence of continuing education: transcripts, certificates, diplomas.

Notes for Part-Time or Temporary Librarians: Part-time or temporary librarians are evaluated annually. When compiling their documentation, part-time/temporary librarians should include, but are not limited to (1) a current vitae, (2) a brief self-evaluation, focusing on "Effectiveness as a Librarian," including areas for improvement, and (3) any material that supports the librarian's effectiveness, including professional activities, service to the University or service to the community.

B. Personnel Action File (PAF)

As noted in the Collective Bargaining Agreement, the Personnel Action File (PAF) is the official personnel file that holds all information that may be relevant to personnel recommendations or personnel actions regarding a faculty employee. The PAF is housed in the SSU Faculty Affairs Office. A complete description of the PAF as contained in the Collective Bargaining Agreement is located in Appendix C of this document.