

WKU DLPS TENURE GUIDELINES

I. The objective of DLPS Tenure Guidelines is to enable a faculty member to fulfill his/her educational obligations to the University community, and to provide the following:

- a. Academic freedom in teaching and research¹
- b. Economic security
- c. Institutional stability

¹ This guarantee also extends to a faculty member during his/her probationary period.

II. The criteria for tenure call for meritorious performance in the following three areas: teaching effectiveness, research/creativity, and University/public service.

a. Teaching Effectiveness:

Each librarian is expected to perform at a meritorious professional and academic level in areas, which enable the faculty member to contribute to the educational, research, and service missions of the University. The term “teaching effectiveness,” when applied to a librarian, is meant to be interpreted as fulfillment of the wide variety of functions defined by each individual’s library – and instructional – related job description. These functions may include, but are not limited to, all or some of the following:

- i. Reference assistance
- ii. Collection development
- iii. Collection management
- iv. Bibliographic instruction
- v. Computer-assisted literature
- vi. Teaching college-level courses outside of the library, or guest lectures
- vii. Human resources management

b. Research/Creative Activity

A librarian is required to show evidence of meritorious research/creative activity. This may include, but is not limited to, all or some of the following:

- i. Publication of books, edited works, or chapters of books or edited works
- ii. Publication of articles in appropriate library or other subject-related journals
- iii. Appointment as editor or member of editorial board of a journal

- iv. Publication of book reviews in library journals or newspapers
- v. Publication of curricular materials
- vi. Presentation of papers or workshops at local, regional, or national meetings
- vii. Sponsored research
- viii. Work in progress which has been substantially completed (e.g., an article which has been accepted for forthcoming publication or a book under contract)

c. University/Public Service

A librarian is required to fulfill meritorious service to the University, the community, and the profession. Evidence of this service may include, but is not limited to, all or some of the following:

- i. Participation on Library Committees and Task Forces
- ii. Participation on University Committees and Task Forces
- iii. Active participation in state, regional, or national library or related organizations (active is defined as serving as a committee member or holding an office)
- iv. Advisement of students
- v. Sponsorship of student organizations

III. Requirements for Tenure

- a. The required degree for appointment of any library faculty member is a master's degree in library and/or information science from a program accredited by the American Library Association.
- b. A master's degree in library and/or information science from a program accredited by the American Association, plus a second subject master's specialist degree, or other advanced degree are required for tenure.
- c. Prior service at another institution at an equivalent rank may be credited toward tenure fulfillment, in accordance with the tenure guidelines in the Faculty Handbook.
- d. The candidate will have been recommended for merit increases prior to the tenure application.
- e. The candidate will have attained or fulfilled requirements for the rank of Associate Professor prior to the tenure application.
- f. Early tenure may be awarded in exceptional circumstances.

IV. Peer Review Committee

- a. DLPS will establish a Peer Review Committee for Tenure composed of six tenured or other appointed faculty with the longest seniority at WKU. The committee is chaired by the Head of the DLPS department the committee and Department Head separately review all relevant factors and provide reports of their votes and forward these to the Library Dean who

forwards a recommendation to the Vice President for Academic Affairs who makes a recommendation to the President who reviews the recommendation and forwards it to the Board of Regents.

V. Review of Guidelines

- a. A departmental committee shall review the above guidelines every three years to reflect changing departmental and University policies.