

Western Kentucky University
Department of Library Technical Services
Rank and Promotion Requirements
Approved 1991; Revised Dec. 2003; 2005; Mar. 2009

The faculty of the Department of Library Technical Services contribute to the educational, research, and service missions of Western Kentucky University by developing, managing, and providing access to and instruction in the use of library resources and services. The University Policy on Faculty Rank and Promotion Requirements establishes minimum standards for promotion to each rank. (Consult current edition of *Faculty Handbook*).

To be considered for promotion, a faculty member in this department must show evidence of continued personal commitment to the missions of the University. This commitment is evidenced by providing library services which promote learning through information transfer and which meet the informational needs of students, faculty, and public. The faculty member is to be evaluated on the quality of achievement in three areas: teaching/professional effectiveness as an academic librarian, research/creative activity, and university/public service. Achievement in all three areas must be demonstrated for promotion to be considered.

I. Standards for Promotion

A. Professor

- * 1. Academic Qualifications: The master's degree in library science from a library school program accredited by the American Library Association is the appropriate terminal professional degree for academic librarians.
- 2. Teaching/Professional Effectiveness as an Academic Librarian
 - a. Outstanding performance in academic library service.
 - b. Thorough and extensive knowledge of academic librarianship.
 - c. Distinctive contributions to library service/information science.
 - d. Distinctive commitment to professional development.
- 3. Research/Creative Activity
 - a. Evidence of continuing commitment to and excellence in research/creative activities.
 - b. Established reputation as an academic librarian and leadership role in professional activities.
- 4. University/Public Service
 - a. Leadership or significant participation in University service.

b. Significant contributions in public (community) service.

B. Associate Professor

1. Academic Qualifications: The master's degree in library science from a library school program accredited by the American Library Association is the appropriate terminal professional degree for academic librarians.
2. Teaching/Professional Effectiveness as an Academic Librarian
 - a. Meritorious performance in academic library service.
 - b. Thorough knowledge of academic librarianship.
 - c. Successful application of new developments, techniques, and technologies in academic library service.
 - d. Significant commitment to professional development.
3. Research/Creative Activity
 - a. Evidence of accomplishment and continuing commitment in research/creative activities.
 - b. Active participation in professional activities.
4. University/Public Service
 - a. Participation in service beyond the University Libraries level.
 - b. Active participation in public (community) service.

C. Assistant Professor

1. Academic Qualifications: The master's degree in library science from a library school program accredited by the American Library Association is the appropriate terminal professional degree for academic librarians.
2. Teaching/Professional Effectiveness as an Academic Librarian
 - a. High level of performance in academic library service.
 - b. Broad knowledge of academic librarianship.
 - c. Performance of special duties and/or special projects which indicates an awareness of new developments in academic librarianship, or in other fields which can be employed in academic library service.
 - d. Consistent commitment to professional development.
3. Research/Creative Activity
 - a. Evidence of ability to achieve in some area of research/creative activities.

b. Membership in professional organizations and potential for professional service.

4. University/Public Service

- a. Participation in service at the University level.
- b. Potential for significant public (community) service.

D. Instructor

- 1. Academic Qualifications: The master's degree in library science from a library school program accredited by the American Library Association is the appropriate terminal professional degree for academic librarians, or demonstrated ability in the field in which the candidate is employed.
- 2. Exhibit potential for a promising and progressive career in academic librarianship in the areas of effective performance as an academic librarian, quality of scholarship, and effective professional service.

II. Areas of Achievement

A. Teaching/Professional Effectiveness as an Academic Librarian

- 1. The examples of demonstrated achievement in effectiveness as an academic librarian may include, but are not limited to, any of the following:
 - a. Successful use of professional knowledge in area of specialization: library automation, bibliographical tools, book trade, accounting and budget, cataloging and classification rules and practices, serials management, preservation of library materials.
 - b. Effectiveness in working with departmental colleagues, other library personnel, faculty, students, and public in the following areas: use of bibliographies, sources of trade information, identification of elusive or erroneous titles, binding standards, interpretation of classification systems, location of library materials
 - c. Development and application of innovative techniques in library technical services.
 - d. Accomplishments in teaching and developing skills of personnel, faculty, students, and public through individual contact, organized groups, workshops, seminars, training sessions, classroom presentations and discussions.
 - e. Scholarly, professional activities that support one's effectiveness and enhance competency and knowledge including formal and informal education.
 - f. Effectiveness in engaging students for success in a global society.
- 2. The faculty members of the department participate actively in group and individual instruction and interpretation of library resources and services. The faculty members are engaged in information transfer by acquiring, interpreting, processing, organizing, and providing access to library resources.

3. Achievement may be demonstrated by providing evidence which may include annual evaluations, faculty activities reports, or statistical reports, program evaluations, project summaries, correspondence from others highlighting one's job effectiveness, course transcripts, CEU certificates, seminar/workshop materials, and other appropriate documentary materials.

B. Research/Creative Activity

1. Achievement in the area of research/creative activity should show a deepening of the professional commitment as one moves to higher ranks. Both quantity and quality of activities should be considered.
2. The examples of demonstrated achievement in research/creative activity may include, but are not limited to, any of the following:
 - a. Publications--authorship or editorship of traditional types including monographs, articles in books or journals, reviews, papers, teaching aids.
 - b. Preparation of special studies--works of significant value including applications of research to library programs, bibliographies, indexes, project reports, grant proposals, program manuals, catalogs, exhibit materials, internal reports.
 - c. Presentations--papers, exhibits, programs for professional organizations or groups, seminars, workshops, lectures.
 - d. Grants, fellowships, awards, and honors received.
 - e. Current research or creative activity not yet resulting in publication, display, application.
 - f. Other significant creative activities which may include performing, producing, exhibiting, or demonstrating skills and talents--such as works in literature, music, arts.
3. Achievement may be demonstrated by providing evidence of the activities above--including annual evaluations, faculty activity reports, copies of materials or programs used, proposals, notification of awards, status reports, representations of objects or exhibits, works (articles, presentations) in progress or completed.

C. University Public Service

1. Achievement in the area of University/public service should reflect a deepening commitment to serving the University and community.
2. The examples of demonstrated achievement in University/public service may include, but are not limited to, any of the following:

- a. Service in professional organizations.
 - b. Service on University committees, councils, or organizations.
 - c. Participation in University-sponsored organizations, groups, or activities.
 - d. Sponsorship of or advisor to University student organizations.
 - e. Service to appropriate community organizations, to community or governmental boards, agencies, or committees-- i.e., membership, speeches, presentations, public appearances or consultation related to professional responsibilities.
3. Achievement may be demonstrated by providing evidence of the activities above, such as: reports, program descriptions, letters outlining job assignments, published proceedings, press releases, transcripts of meetings or public appearances, personal notes, lists of memberships (or photocopies of membership cards), lists of meetings attended, letters to advisee, faculty activities reports, or other appropriate documentation.

III. Review of Rank and Promotion Requirements

DLTS faculty will review criteria and statements relating to rank and promotion every three years beginning in the fall semester 1992; from 2003- DLTS faculty will review this document at least every 5 years.

*Statement on the Terminal Professional Degree for Academic Librarians” approved as policy by the Board of Directors of the Association of College and Research Libraries, a division of the American Library Association, on January 23, 1975; reaffirmed by the ACRL Board of Directors, June 2001.