

Western Kentucky University
Department of Library Technical Services
Tenure Guidelines
Approved 1991; Rev. Dec. 2003; March 2009

Tenure for faculty in the Department of Library Technical Services shall be available in accordance with the tenure provisions for all faculty of Western Kentucky University as outlined in the current edition of the *Faculty Handbook*.

I. Criteria for Tenure

The criteria for tenure are closely tied to the criteria for promotion in academic rank. These criteria include teaching/professional effectiveness as an academic librarian, research/creative activity and University/public service. These criteria should be met and fulfilled at the level of excellence required for promotion to Associate Professor.

A. Teaching/Professional Effectiveness as an Academic Librarian.

1. Each faculty member exhibits effective performance in academic library responsibilities; demonstrates successful understanding and application of new techniques, developments, and technologies in academic library service.
2. Each faculty member in the department participates actively in group and individual instruction or interpretation of library resources and services, thereby engaging in and facilitating information transfer through acquiring, analyzing, processing, and organizing library materials.
3. Each faculty member shows evidence of a significant commitment to professional development.
4. Each faculty member shows evidence of a significant commitment to engaging students for success in a global society.

B. Research/Creative Activity

1. Each faculty member provides evidence of accomplishment and continuing commitment to research/creative activity as suggested in the current edition of the *Faculty Handbook* and in departmental promotion and performance standards.
2. These activities may include, but are not limited to, books, articles, bibliographies, instructional materials, exhibits, presentations, grants and numerous other significant endeavors.

C. University/Public Service

1. Each faculty member participates in service beyond the University Libraries level and engages in public service opportunities that are appropriate to academic librarianship.

2. This service may include, but is not limited to, membership and involvement in professional organizations, committee assignments, service to appropriate community organizations, and other examples mentioned in the departmental promotion and performance standards as well as the current edition of the *Faculty Handbook*.

II. Requirements for Tenure

Tenure shall be based on evidence of highly effective performance as an academic librarian and continued promise of achievement as indicated in Rank and Promotion Requirements of the current edition of the *Faculty Handbook* and in the Faculty Rank and Promotion Requirements, Department of Library Technical Services.

- A. The candidate for tenure must possess a master's degree in library science from a program accredited by the American Library Association.
- B. Evidence for tenure requires that one has already attained the levels of performance for the rank of Associate Professor or above.
- C. A candidate for tenure must have reached a significant level of performance in contributions to academic librarianship.

III. Review of Tenure Criteria

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