Western Kentucky University

Department of Library Public Services

Rank and Promotion Guidelines


The objective of DLPS Promotion is to recognize a faculty member’s sustained scholarship and distinguished service to the department, Libraries, and University; based upon demonstrated achievement in teaching, research/creative activity, and University/public service, achieved while in the current rank at WKU.

Each faculty member is expected to perform at each rank level in a manner that exemplifies demonstrated, sustained achievement in teaching effectiveness, research/creative activity, and University/public service.

Demonstrated achievement means outstanding performance, research commitment, and professional leadership at the level of Professor; meritorious performance, research accomplishment, and professional service at the level of Associate Professor; and a high level of performance, research potential, and participation in professional organizations at the Assistant Professor level. See the current WKU Faculty Handbook for individual tenure-eligible rank criteria.

I. Standards and Areas of Achievement for Promotion

A. Professor Rank

1. Academic Qualifications

Normally, a minimum of five years’ experience at the rank of associate professor is required.

2. Teaching Effectiveness as an Academic Librarian

Each library faculty member is expected to perform at an outstanding professional and academic level in areas that enable the faculty member to contribute to the educational, research, and service missions of the University. The term teaching effectiveness, when applied to a library faculty member, is meant to be interpreted as fulfillment of the wide variety of functions defined by each individual’s library and instructional job descriptions. These functions may include, but are not limited to, the following:

a. Outstanding performance in academic librarianship

b. Extensive technical knowledge of academic librarianship

c. Distinctive contributions to librarianship

d. Outstanding performance of library duties, including management of staff, equipment, and time resources

e. Outstanding performance in reference assistance, collection development, bibliographic instruction, computer-assisted literature searching, or collection management

f. Teaching college-level courses outside of the library, or guest lectures
3. **Research/Creative Activity**

Each library faculty member is required to demonstrate evidence of sustained research/creative activity of outstanding quality. This may include, but is not limited to, the following:

a. Outstanding research or creative activity in an area of professional interest

b. Established recognition as an academic library faculty member beyond the local area

c. Publication of books, edited works, or chapters of books

d. Publication of articles in refereed library or other subject-related journals

e. Publication of substantive materials of an academic nature in an electronic medium

f. Appointment as editor or member of editorial board of a journal

g. Publication of book and media reviews in journals or newspapers

h. Publication of curricular materials

i. Presentation of papers or workshops at local, regional, or national professional or other scholarly meetings

j. Sponsored research

k. Work in progress that has been substantially completed (e.g., an article which has been accepted for forthcoming publication or a book under contract)

l. Production and display of musical compositions, paintings, sculpture, ceramics, weaving, photographs, graphics and other works of art; recitals, choreography, stage design and construction, costuming, direction; production of film and videotaped materials; and creative literary works such as poetry or fiction.

4. **University/Public Service**

Each library faculty member is required to demonstrate significant and outstanding service to the University, the community, and the profession. Evidence of this service may include, but is not limited to, the following:

a. Leadership in, or significant contributions to, departmental or other University organizations, committees, or councils

b. Leadership in, or significant contributions to, professional organizations

c. Outstanding service on Library committees and task forces

d. Outstanding service on University committees and task forces

e. Active participation in local, state, regional, or national library or related organizations ("active" is defined as serving as a committee member or holding an office)

f. Advisement to student organizations

g. Use of professional expertise to organize and participate in education-related community activities
h. Preparation of grant proposals for instruction, research, and administrative support activities

B. **Associate Professor Rank**

1. **Academic Qualifications**

   Normally, a minimum of five years’ experience at the rank of assistant professor is required.

2. **Teaching Effectiveness as an Academic Librarian**

   Each library faculty member 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 library faculty member, is meant to be interpreted as fulfillment of the wide variety of functions defined by each individual’s library and instructional job descriptions. These functions may include, but are not limited to, the following:

   a. Meritorious performance in academic librarianship
   
   b. Thorough technical knowledge of academic librarianship
   
   c. Successful completion of special projects, which indicate familiarity with new developments, techniques, and technologies in academic librarianship
   
   d. Successful performance of library duties, including management of staff, equipment, and time resources
   
   e. Meritorious performance in reference assistance, collection development, bibliographic instruction, computer-assisted literature searching, or collection management
   
   f. Teaching college-level courses outside of the library, or guest lectures

3. **Research/Creative Activity**

   Each library faculty member is required to demonstrate evidence of research/creative activity of meritorious quality. This may include, but is not limited to, the following:

   a. Meritorious research or creative activity in an area of professional interest
   
   b. Demonstrated progress toward established research goals
   
   c. Publication of books, edited works, chapters of books, or edited works
   
   d. Publication of articles in appropriate library or other subject-related journals
   
   e. Publication of substantive materials of an academic nature in an electronic medium
   
   f. Appointment as editor or member of editorial board of a journal
   
   g. Publication of book and media reviews in journals or newspapers
   
   h. Publication of curricular materials
i. Presentation of papers or workshops at local, regional, or national professional or other scholarly meetings

j. Sponsored research

k. Work in progress which has been substantially completed (e.g., an article which has been accepted for forthcoming publication or a book under contract)

l. Production and display of musical compositions, paintings, sculpture, ceramics, weaving, photographs, graphics and other works of art; recitals, choreography, stage design and construction, costuming, direction; production of film and videotaped materials

4. University/Public Service

Each library faculty member is required to demonstrate meritorious service to the University, the community, and the profession. Evidence of this service may include, but is not limited to, the following:

a. Meritorious service on Library committees and task forces

b. Meritorious service on University committees and task forces

c. Active participation in local, state, regional, or national library or related organizations (‘‘active’’ is defined as serving as a committee member or holding an office)

d. Advisement to student organizations

e. Use of professional expertise to organize and participate in education-related community activities

f. Preparation of grant proposals for instruction, research, and administrative support activities

C. Assistant Professor Rank

1. Academic Qualifications

Normally, a minimum of three years’ experience at the rank of instructor is required (may be waived for persons holding a second master’s or specialist degree).

2. Teaching Effectiveness as an Academic Librarian

Each library faculty member is expected to perform at a high 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 library faculty member, is meant to be interpreted as fulfillment of the wide variety of functions defined by each individual’s library and instructional job descriptions. These functions may include, but are not limited to, the following:

a. High level of performance in academic librarianship

b. Broad knowledge of academic librarianship; high level of performance of special projects, which demonstrate acceptable awareness of new developments and technology in librarianship

d. Effective management of staff, equipment, and time resources
e. High level of performance in reference assistance, collection development, bibliographic instruction, computer-assisted literature searching, or collection management

f. Teaching college-level courses outside of the library, or guest lectures

3. **Research/Creative Activity**

Each library faculty member is required to demonstrate evidence of a high level of research/creative activity. This may include, but is not limited to, the following:

a. Demonstrated ability to achieve in an area of professional interest

b. Production of original work of high quality

c. Publication of books, edited works, chapters of books, or edited works

d. Publication or articles in appropriate library or other subject-related journals

e. Publication of substantive materials of an academic nature in an electronic medium

f. Appointment as editor or member of editorial board of a journal

g. Publication of book and media reviews in journals or newspapers

h. Publication of curricular materials

i. Presentation of papers or workshops at local, regional, or national professional or other scholarly meetings

j. Sponsored research

k. Work in progress which has been substantially completed (e.g., an article which has been accepted for forthcoming publication or a book under contract)

l. Production and display of musical compositions, paintings, sculpture, ceramics, weaving, photographs, graphics and other works of art; recitals, choreography, stage design and construction, costuming, direction; production of film and videotaped materials

4. **University/Public Service**

Each library faculty member is required to demonstrate a high level of service to the University, the community, and the profession. Evidence of this service may include, but is not limited to, the following:

a. High level of service on Library committees and task forces

b. High level of service on University committees and task forces

c. Active participation in local, state, regional, or national library or related organizations (“active” is defined as serving as a committee member or holding an office)

d. Advisement to student organizations

e. Use of professional expertise to organize and participate in education-related community activities
f. Preparation of grant proposals for instruction, research, and administrative support activities

D. INSTRUCTOR RANKS

Instructor ranks are designed for faculty in ongoing, non-tenure eligible faculty positions whose primary responsibility is teaching as an academic librarian, but who may also have secondary responsibilities. In some instances, a senior instructor may substitute an expectation of research or creativity for some service. Faculty members in instructor positions are evaluated annually by the Department Head.

1. Senior Instructor

Academic Qualifications

A master’s degree or baccalaureate degree with additional professional qualifications per WKU Faculty Handbook Policy 1.111. Experience: minimum of eight years’ service at the rank of Instructor II or equivalent. For individuals holding an appropriate terminal degree, this is reduced to a minimum of six years of service at the rank of Instructor II or equivalent.

Teaching Effectiveness as an Academic Librarian

Faculty members are expected to perform at an effective level in teaching effectiveness as an instructor librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. They should possess concrete knowledge of academic librarianship and provide contributions to library service and public service. The examples of demonstrated achievement in effectiveness at Senior Instructor rank may include, but are not limited to, any of the following:

a. Frequent and regular application of professional knowledge in area(s) of specialization.

b. Regular success in working with departmental colleagues, other library personnel, faculty, students, and public in the following areas: reference assistance (desk, phone, email), collection development, LibGuides creation and maintenance, weeding and other stacks maintenance duties, and special projects as assigned by the Department Head.

c. Experience and success in teaching library research skills to personnel, faculty, students, and public as requested through individual contact, organized groups, workshops, seminars, training sessions, classroom presentations and discussions.

d. Effective management of staff, equipment, and time resources

e. Use of new developments, techniques, and technologies in academic public library service.

University/Public Services

Faculty members should participate in University and public service at the rank of senior instructor librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. They should possess concrete knowledge of academic librarianship and provide contributions through University and public service activities. The examples of demonstrated achievement in University/public service may include, but are not limited to, any of the following:
2. Instructor II

**Academic Qualifications**

A master’s degree or baccalaureate degree with additional professional qualifications per *WKU Faculty Handbook* Policy 1.111. Experience: for individuals with an appropriate terminal degree, a minimum of six years of service at the rank of Instructor I or equivalent.

**Teaching Effectiveness as an Academic Librarian**

Faculty members are expected to perform at an effective level in teaching effectiveness as an instructor librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. They should possess sufficient knowledge of academic librarianship and provide contributions to library service and public service. The examples of demonstrated achievement in effectiveness at Instructor II rank may include, but are not limited to, any of the following:

a. Suitable application of professional knowledge in area(s) of specialization.

b. Proficiency in working with departmental colleagues, other library personnel, faculty, students, and public in the following areas: reference assistance (desk, phone, email), collection development, LibGuides creation and maintenance, weeding and other stacks maintenance duties, and special projects as assigned by the Department Head.

c. Competence in teaching library research skills to personnel, faculty, students, and public as requested through individual contact, organized groups, workshops, seminars, training sessions, classroom presentations and discussions.

d. Effective management of staff, equipment, and time resources

e. Use of new developments, techniques, and technologies in academic public library service.

**University/Public Services**

Faculty members should participate in University and public service at the rank of instructor rank II librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. The examples of demonstrated achievement in University/public service may include, but are not limited to, any of the following:

a. Participation in service opportunities within the University Libraries.

b. Participation in professional academic organizations.
3. Instructor I

**Academic Qualifications**

A master’s degree or baccalaureate degree with additional professional qualifications per *WKU Faculty Handbook* Policy 1.111.

**Teaching Effectiveness as an Academic Librarian**

Faculty members are expected to perform at an effective level in teaching effectiveness as an instructor librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. They should possess adequate knowledge of academic librarianship and provide contributions to library service and public service. The examples of demonstrated achievement in effectiveness at Instructor I rank may include, but are not limited to, any of the following:

a. Satisfactory application of professional knowledge in area(s) of specialization.

b. Efficiency in working with departmental colleagues, other library personnel, faculty, students, and public in the following areas: reference assistance (desk, phone, email), collection development, LibGuides creation and maintenance, weeding and other stacks maintenance duties, and special projects as assigned by the Department Head.

c. Ability to teach library research skills to personnel, faculty, students, and public as requested through individual contact, organized groups, workshops, seminars, training sessions, classroom presentations and discussions.

d. Effective management of staff, equipment, and time resources

e. Use of new developments, techniques, and technologies in academic public library service.

II. Revision Schedule

A DLPS committee or task force will review the above guidelines every five years to reflect changing departmental and University policies, or when requested to by the Department Head.

Disclaimer: If any requirements stated herein contradict the current edition of the *WKU Faculty Handbook, the Handbook* will prevail.