I. OBJECTIVE

DLPS Tenure Guidelines explain how a faculty member can fulfill his/her educational obligations to the University community toward the granting of tenure. Tenured faculty members are guaranteed the following:

A. Academic freedom in teaching and research*
B. Economic security
C. Institutional stability

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

II. CRITERIA

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

A. 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:

1. Reference assistance
2. Collection development
3. Collection management
4. Research instruction
5. Teaching college-level courses outside of the library, or guest lectures
6. Human resources management

B. Research/Creative Activity

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

1. Publication of books, edited works, or chapters of books or edited works
2. Publication of articles in appropriate library or other subject-related journals
3. Publication of substantive material of an academic nature in an electronic medium
4. Publication of book and media reviews in library journals or newspapers
5. Publication of curricular materials (e.g., Research Guides)
6. Presentation of papers or workshops at local, regional, or national meetings
7. Sponsored research
8. Work in progress, which has been substantially completed (e.g., an article which has been accepted for forthcoming publication or a book under contract)
9. 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
10. Other categories may apply; see the current WKU Faculty Handbook for more information

C. University/Public Service

A library faculty member 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, the following:

1. Meritorious service on Library committees and task forces
2. Meritorious service on University committees and task forces
3. Active participation in local, state and/or national state, regional, or national library or related organizations ("active" is defined as serving as a committee member or holding an office)
4. Appointment as editor or member of editorial board of a journal
5. Advisement to student organizations
6. Preparation of grant proposals for instruction, research, and administrative support activities
7. Other categories may apply; see the current WKU Faculty Handbook for more information

III. DLPS EVALUATION OF TENURE

Faculty applying for tenure and those evaluating tenure are expected to know the policies and procedures provided in the current WKU Faculty Handbook. In addition,

A. Prior to the tenure application, a majority of the candidate’s annual performance evaluations should fall into the “highly effective” category.
B. The candidate will have attained or fulfilled requirements for the rank of Associate Professor.

IV. TENURE RECOMMENDATIONS
DLPS follows the policies and procedures for evaluation of tenure-eligible faculty given in the current WKU Faculty Handbook.

V. REVIEW OF DLPS TENURE GUIDELINES

A standing DLPS committee or task force will review and revise the above guidelines at least once every three years to reflect changing departmental and University policies.