

Western Kentucky University
Department of Library Special Collections
Tenure Guidelines
Revised May 15, 2013; June 24, 2013

Tenure for faculty in the Department of Library Special Collections 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*. Special Collections, as currently defined, includes library and archival materials as well as materials managed as museum objects.

I. Criteria for Tenure

The criteria for tenure include teaching/professional effectiveness as an academic librarian/museologist, research/creative activity and University/public service.

A. Teaching Effectiveness as a Special Collections Librarian/Museologist

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

B. Meritorious performance as a Special Collections Librarian/Museologist

1. Thorough knowledge of academic libraries and the principles and practices of Special Collections
2. Successful contributions to librarianship/museology
3. Successful performance of duties, including management of staff, equipment, and time resources
4. Successful work in directed learning and mentoring of university-level students
5. Successful performance in the creation, planning and implementation of a variety of programming and educational resources for the university. Programming includes but is not limited to: special events, workshops, lectures, presentations and performances

6. Successful performance in reference assistance, collection development, bibliographic instruction, collection management, digital bibliographic access, exhibit development, and educational programming.
7. Teaching in a variety of forms which could include: teaching of University credit courses, guest lectures, individual instruction sessions, internships, supervision of graduate assistants, independent study students, directed class projects and volunteers.
8. Developing and presenting meritorious academic and discipline-related public lectures
9. Demonstrating meritorious subject knowledge and the professional expertise used to build, organize, preserve and present collections.
10. Demonstrating meritorious communication skills and formation of professional community relationships consistent with the departmental mission.

C. Research/Creative Activity

D. Each DLSC faculty member is required to demonstrate evidence of sustained research/creative activity in an area of professional interest. Faculty should have demonstrated progress toward recognition as a special collections Librarian/museologist beyond the local area. This may include, but is not limited, to the following:

1. Publication of books, edited works, book chapters, or articles in refereed Library/museum or relevant subject-related journals
2. Editorship or editorial board membership for a journal
3. Presentation of papers or workshops at local, regional, or national professional or other scholarly meetings
4. Creation of audio/visual media, original compositions, original performance, electronic resources, educational resources and materials, exhibitions, etc.
5. Work in progress that has been substantially completed (e.g., articles which have been accepted for forthcoming publication or a book under contract)

E. University/Public Service

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

1. Service to WKU Libraries and/or Museum committees or task forces
2. Service to University organizations, committees, or councils
3. Committee membership or offices held in local, state, regional, or national library or related organizations
4. Service to community-based organizations, committees or task forces
5. Use of professional expertise to organize and participate in related community activities

II. Requirements for Tenure

Tenure shall be based on evidence of highly effective performance appropriate to rank as reflected in the annual WKU Libraries Faculty Member Performance Appraisal.

Refer to the *College Document* and the *Faculty Handbook* for further discussion of faculty tenure and continuance.

III. Review of Tenure Criteria

Tenured faculty will review the Department of Library Special Collections Tenure Guidelines every five years to determine if revisions should be made to reflect changing departmental, WKU Libraries, and University policies.

If information within this document conflicts with the current edition of the *WKU Faculty Handbook*, the *Faculty Handbook* will prevail.