

Western Kentucky University  
**University Libraries**  
College Guidelines for Performance, Promotion and Tenure (CGPPT)  
June 24, 2013; revised February 22, 2016; revised May 6, 2021

The October 2012 statement revised by the Association of College and Research Libraries and the American Association of University Professors serves as an affirmation of the role of the university library and its faculty in higher learning. WKU Academic Affairs web site has all policies relating to academic matters and should be viewed at [http://www.wku.edu/policies/academic\\_affairs.php](http://www.wku.edu/policies/academic_affairs.php)

University Libraries (UL) faculty are expected to achieve and sustain excellence in responsibilities within their respective departments: Department of Library Public Services, Department of Library Technical Services, and Department of Library Special Collections. Faculty receiving promotion and tenure will have fulfilled expectations and guidelines stated in the current edition of the *Faculty Handbook* and in each department's documents. The *Handbook* also contains guidelines for presentation of documentation. For continuance, annual reviews and evaluations, and post-tenure reviews, UL adheres to the *Faculty Handbook* and deadlines established and posted by Academic Affairs. Throughout UL the dean expects a commitment to working in a mutually respectful and productive manner with colleagues in support of the mission, vision and values of University Libraries and the University.

Each department requires the terminal degree, which is a library/information science degree from a program accredited by the American Library Association. WKU Libraries employs full-time faculty at the rank of assistant, associate or full professor. In addition, employment may be offered at one of the instructor ranks on a temporary part-time for full time basis with annual renewal depending on budget considerations and overall department or college needs.

The Department of Library Public Services normally requires a second advanced or master's degree for tenure-eligible faculty. The Department of Library Special Collections through June 30, 2012, had special requirements that reflected the Museum component within University Libraries. As of July 1, 2012, any new personnel for the Museum will have separate guidelines. Faculty whose primary responsibilities are in the Kentucky Museum hold tenure and rank in Library Special Collections.

### Performance Evaluations

The three main areas of performance are: Effectiveness as an Academic Librarian, Research/Creative Activity, and Service. Faculty input their achievements into Digital Measures to prepare for annual reviews and cumulative tenure and promotion portfolios. A CV that reflects the most current 5 years should also be uploaded to Digital Measures. The purpose of performance appraisals, or annual reviews, is to plan professional development; to evaluate progress toward promotion, tenure, and reviews of each; to evaluate post-tenure performance, and to help determine, when appropriate, salary recommendations.

Broad categories for performance evaluation are:

- Teaching/Professional Effectiveness which includes knowledge of the profession; oral and written communication; interpersonal skills; resources management
- Research/Creative Activity and Scholarship
- University and Public Service

Assessment ratings are Exceptional, Outstanding, Good, Growth and Unsatisfactory throughout the categories. If a faculty member rates “Growth” or “Unsatisfactory,” the department head and faculty member will agree upon developmental goals for improvement.

### Annual Reviews

All faculty, whether tenure-eligible, tenured, or part-time will be evaluated annually in a process separate from continuance reviews (for tenure-eligible faculty) and based on information on file plus any additional material the faculty member might wish to supply.

### Promotion

Faculty seeking promotion to Associate Professor or Professor should refer to departmental documents and the current edition of the *Faculty Handbook* for specific guidelines, criteria and documentation. Dates adhered to are those stated either in *the Faculty Handbook* and/or on the Academic Affairs calendar.

Demonstrated achievement or professional effectiveness as an academic librarian only includes those achievements relevant to the person’s area of professional competence. It is the responsibility of the candidate seeking promotion to provide the departmental promotion committee with appropriate documentation to support the request.

Departments have specific criteria appropriate to their services. The standards for promotion to Professor should be more rigorous than those for promotion to Associate Professor. At all levels faculty who are promoted, or who receive tenure, will have demonstrated professionalism as an academic librarian in all aspects of their responsibilities, scholarship and service.

### Continuance and Tenure

Full-time faculty members who are appointed to tenure-eligible positions at the rank of Assistant Professor or higher are appointed with the understanding that there will be a probationary period towards tenure. Faculty members who are at the rank of Instructor are employed on an annual basis and are not eligible for tenure.

In addition to the regular annual evaluations of all faculty, non-tenured faculty undergo continuance reviews in their probationary period in accordance procedures established in the *Faculty Handbook*. This evaluation determines whether there has been sufficient progress toward tenure to justify continuation of the faculty member.

### Post-Tenure Review

Post-Tenure Review applies to tenured faculty and an evaluation of the ongoing effectiveness of the faculty is included in the annual evaluation process by the department head and, where applicable, by the dean.

If any guidelines, criteria, or processes contradict those stated in the *Faculty Handbook*, the *Faculty Handbook* prevails.