

Western Kentucky University
Library Special Collections
Promotion Guidelines
Revised May 15, 2013; March 23, 2016

The objective of the Department of Library Special Collections (DLSC) Promotion Guidelines is to recognize a faculty member's sustained scholarship and distinguished service to the department, the University and contributions to the larger world of librarianship and museology through regional and national involvement; based upon demonstrated achievement in teaching, research/creative activity, and University/public service, achieved while in the current rank at WKU. Special Collections, as currently defined, includes library and archival materials, as well as materials managed as museum objects.

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.

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*.

I. Standards for Promotion

A. Professor

1. Teaching Effectiveness as a Special Collections Librarian/Museologist

Each faculty member is expected to perform at an outstanding 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 position description. These functions may include, but are not limited to, the following:

- a. Extensive knowledge of special collection libraries/museology and the principles and practices of special collections/museums

- b. Distinctive contributions to special collections libraries/museology
- c. Outstanding performance of duties, including management of staff, equipment, and time resources
- d. Outstanding work in directed learning and mentoring of university-level students
- e. Outstanding performance in the creation, planning and implementation of a variety of programming and educational resources for the university.
- f. Outstanding performance in reference assistance, collection development, bibliographic instruction, collection management, digital bibliographic access, exhibit development, and educational programming
- g. Outstanding guest teaching of University credit courses and individual instruction sessions
- h. Preparation and/or implementation of outstanding grant proposals in support of the departmental mission.
- i. Developing and presenting outstanding academic and discipline-related public lectures, workshops and presentations
- j. Demonstrating outstanding subject knowledge and the professional expertise used to build, organize, preserve and present collections.
- k. Demonstrating outstanding communication skills and formation of professional community relationships consistent with the departmental mission.

2. Research/Creative Activity

Each DLSC faculty member is required to demonstrate evidence of sustained research/creative activity of outstanding quality in an area of professional interest. Faculty should have established recognition in a special collections/museum environment beyond the local area. This may include, but is not limited, to the following:

- a. Publication of books and edited works on relevant subject matter
- b. Editorship of journals or on-line resources of significance
- c. Leadership roles in national professional organizations, and other significant leadership roles in state-wide/national activities

- d. Creation of audio/visual media, original compositions, original performance, electronic resources, educational resources and materials, exhibitions, etc.
- e. Any such work in progress that has been substantially completed (e.g., under contract)

3. University/Public Service

Each 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. Outstanding service on Special Collections Library/Museum committees or task forces
- b. Outstanding service on WKU Libraries/Museum councils, committees, task forces
- c. Leadership in, or significant contributions to University organizations, committees, or councils
- d. Leadership in, or significant contributions to local, state, regional, or national library/museum or related professional organizations
- e. Outstanding service to community-based organizations, committees or task forces
- f. Outstanding use of professional expertise to organize and participate in education-related community activities

B. Associate Professor

1. 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 position description. These functions may include, but are not limited to, the following:

- a. Meritorious performance as a special collections librarian/museologist
- b. Thorough knowledge of academic libraries, as well as principles and practices of special collections libraries/museology

- c. Successful contributions to librarianship/museology
- d. Successful performance of duties, including management of staff, equipment, and time resources
- e. Successful work in directed learning and mentoring of university-level students
- f. 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: workshops, lectures, presentations and performances
- g. Successful performance in reference assistance, collection development, bibliographic instruction, collection management and digital bibliographic access , exhibit development, and educational programming
- h. Meritorious teaching University credit course guest lectures and individual instruction sessions
- i. Developing and presenting meritorious academic and discipline-related public lectures
- j. Demonstrating meritorious subject knowledge and the professional expertise used to build, organize, preserve and present collections.
- k. Demonstrating meritorious communication skills and formation of professional community relationships consistent with the departmental mission.

2. Research/Creative Activity

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

- a. Publication of books, edited works, book chapters, or significant articles in refereed library or relevant subject-related journals
- b. Editorship or editorial board membership for a journal
- c. Presentation of papers or workshops at local, regional, or national professional or other scholarly meetings

- d. Creation of audio/visual media, original compositions, original performance, electronic resources, educational resources and materials, exhibitions, etc.
 - e. Work in progress that has been substantially completed (e.g., articles which have been accepted for forthcoming publication or a book under contract)
3. University/Public Service

Each 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 to Special Collections Library/Museum committees or task forces
- b. Meritorious service to WKU Libraries/Museum committees, councils, or task forces
- c. Meritorious service to University organizations, committees, or councils
- d. Committee membership or offices held in local, state, regional, or national library/museum or related professional organizations
- e. Meritorious service to community- based organizations, committees or task forces
- f. Meritorious use of professional expertise to organize and participate in education-related community activities

C. Assistant Professor

1. Teaching Effectiveness as a Special Collections Librarian/Museologist

Each faculty member is expected to perform at an effective 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 position description. These functions may include, but are not limited to, the following:

- a. Effective performance as a special collections librarian/museologist
- b. Broad knowledge of academic libraries, and the principles and practices of special collections/museums

- c. Effective contributions to librarianship/museum practices
- d. Effective performance of duties, including management of staff, equipment, and time resources
- e. Effective work in directed learning and mentoring of university-level students
- f. Effective 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 : workshops, lectures, presentations and performances
- g. Effective performance in reference assistance, collection development, bibliographic instruction, collection management, digital bibliographic access, exhibit development, and educational programming.
- h. Effective teaching University credit course guest lectures and individual instruction sessions
- i. Developing and presenting effective academic and discipline-related public lectures
- j. Demonstrating effective subject knowledge and the professional expertise used to build, organize, preserve and present collections.
- k. Demonstrating effective communication skills and formation of professional community relationships consistent with the departmental mission.

2. Research/Creative Activity

Each DLSC faculty member is required to demonstrate evidence of sustained research/creative activity of high quality in an area of professional interest. Faculty should have demonstrated ability to produce original work of high quality as special collections librarians/museologists. This may include, but is not limited, to the following:

- a. Publication of book chapters, or small articles in refereed library or relevant subject-related journals
- b. Publication of materials of an academic nature in an electronic medium
- c. Presentation of papers or workshops at local, regional, state or other scholarly meetings

- d. Creation of audio/visual media, original compositions, original performance, electronic resources, educational resources and materials, exhibitions, etc.
- e. Work in progress that has been substantially completed (e.g., articles which have been accepted for forthcoming publication or a book under contract)

3. University/Public Service

Each faculty member is required to demonstrate effective 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. Effective level of service to Special Collections Library/Museum committees or task forces
- b. Effective service to WKU Libraries/Museum committees, work groups or task forces
- c. Effective level of service to University organizations, committees, or councils
- d. Attendance and participation in local, state, regional, or national library/museums or related organizations
- e. Service to community- based organizations
- f. Use of professional expertise to assist community activities

D. Senior Instructor

1. 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 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 position description. These functions may include, but are not limited to, the following:

- a. Meritorious performance as a special collections librarian/museologist
- b. Broad knowledge of academic libraries, and the principles and practices of special collections/museums
- c. Meritorious contributions to librarianship/museum practices

- d. Meritorious performance of duties, including management of staff, equipment, and time resources.
- e. Meritorious work in directed learning and mentoring of university-level students.
- f. Meritorious 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: workshops, lectures, presentations and performances
- g. Meritorious subject knowledge and the professional expertise used to build, organize, preserve and present collections
- h. Demonstrating meritorious communication skills and formation of professional community relationships consistent with the departmental mission

2. University/Public Service

Each faculty member is required to demonstrate a meritorious 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. Meritorious level of service to Special Collections Library/Museum committees or task forces
- b. Meritorious service to WKU Libraries/Museum committees, work groups or task forces
- c. Appropriate level of service to University organizations, committees, or councils
- d. Participation in local, state, regional, or national library/museum related organizations

E. Instructor II

1. Teaching Effectiveness as a Special Collections Librarian/Museologist

Each faculty member is expected to perform at a highly effective professional and academic level in areas which enable the faculty member to contribute to the educational 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 position description. These functions may include, but are not limited to, the following:

- a. Highly effective performance as a special collections librarian/museologist
- b. Broad knowledge of academic libraries, and the principles and practices of special collections/museums

- c. Highly effective contributions to librarianship/museum practices
- d. Highly effective performance of duties, including management of staff, equipment, and time resources.
- e. Highly effective work in directed learning and mentoring of university-level students.
- f. Highly effective 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: workshops, lectures, presentations and performances
- g. Highly effective subject knowledge and the professional expertise used to build, organize, preserve and present collections
- h. Demonstrating highly effective communication skills and formation of professional and community relationships consistent with the departmental mission

2. University/Public Service

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

- a. Highly effective level of service to Special Collections Library/Museum committees or task forces
- b. Highly effective service to WKU Libraries/Museum committees, work groups or task forces
- c. Appropriate level of service to University organizations, committees, or councils
- d. Participation in local, state, regional, or national library/museum related organizations

F. Instructor

1. Teaching Effectiveness as a Special Collections Librarian/Museologist

Each faculty member is expected to perform at a effective professional and academic level in areas which enable the faculty member to contribute to the educational 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 position description. These functions may include, but are not limited to, the following:

- a. Effective performance as a special collections librarian/museologist
- b. Broad knowledge of academic libraries, and the principles and practices of special collections/museums
- c. Effective contributions to librarianship/museum practices

- d. Effective performance of duties, including management of staff, equipment, and time resources.
- e. Effective work in directed learning and mentoring of university-level students.
- f. Effective 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: workshops, lectures, presentations and performances
- g. Effective subject knowledge and the professional expertise used to build, organize, preserve and present collections
- h. Demonstrating effective communication skills and formation of professional community relationships consistent with the departmental mission

2. University/Public Service

Each faculty member is required to demonstrate an effective 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. Effective level of service to Special Collections Library/Museum committees or task forces
- b. Effective service to WKU Libraries/Museum committees, work groups or task forces
- c. Appropriate level of service to University organizations, committees, or councils
- d. Participation in local, state, regional, or national library/museum related organizations

If any statement in this document contradicts the WKU *Faculty Handbook*, the *Faculty Handbook* shall prevail.