

Western Kentucky University  
**Department of Library Technical Services**

Rank and Promotion Guidelines

Approved 1991; Rev. Dec. 2003; 2005; Mar. 2009; Feb. 2012; Mar. 2012; May 2013; June 2013; April 2016

The faculty of the Department of Library Technical Services contributes to the educational, research, and service missions of Western Kentucky University by developing, managing, and providing access to and instruction in the use of library resources and services. The University Policy on Faculty Rank and Promotion Requirements establishes minimum standards for promotion to each rank. Consult the current edition of the *Faculty Handbook* and review the College Guidelines for Performance, Promotion and Tenure.

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 or full-time basis with annual renewal depending on budget considerations and overall department or college needs.

To be considered for promotion, a faculty member in this department should show evidence of continued personal commitment to the missions of the University. This commitment is evidenced by providing library services which promote learning through information transfer and which meet the informational needs of students, faculty, and the public. With the exception of instructor ranks, the faculty member is to be evaluated on the quality of achievement in three areas as reflected in the annual WKU Libraries Faculty Member Performance Appraisal: teaching/professional effectiveness as an academic librarian, research/creative activity, and university/public service. The candidate for promotion should demonstrate sustained achievement appropriate for the anticipated rank in all three above mentioned categories. Achievement should show a deepening of the professional commitment as one moves to higher ranks with both quantity and quality of activities being considered. Achievement may be demonstrated by providing evidence which may include annual evaluations, faculty activities reports, or statistical reports, program evaluations, project summaries, correspondence from others highlighting one's job effectiveness, course transcripts, CEU certificates, seminar/workshop materials, and other appropriate documentary materials.

I. Standards for Promotion

A. **PROFESSOR**

**Teaching/Professional Effectiveness as an Academic Librarian**

Faculty members are expected to perform at a sustained highly effective level in teaching/professional effectiveness as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. They should possess a thorough and extensive knowledge of academic librarianship and provide distinctive contributions to library service and professional development. The examples of demonstrated achievement in effectiveness as an academic librarian may include, but are not limited to, any of the following:

- a. Outstanding use of professional knowledge in area of specialization: library systems, bibliographical tools, book trade, accounting and budget, cataloging

and classification rules and practices, serials management, preservation of library materials.

- b. Highly effective in working with departmental colleagues, other library personnel, faculty, students, and the public in the following areas: use of bibliographies or LibGuide, sources of trade information, identification of elusive or erroneous titles, interpretation of classification systems, location of or access to library materials
- c. Distinctive development and application of innovative techniques in library technical services.
- d. Accomplished in teaching library skills to personnel, faculty, students, and public through individual contact, organized groups, workshops, seminars, training sessions, classroom presentations and discussions.
- e. Successful application of new developments, techniques, and technologies in academic library service.

### **Research/Creative Activity**

Faculty members are expected to perform at a sustained highly effective level in research/creative activity as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. They should possess a thorough and extensive knowledge of academic librarianship and provide distinctive contributions through research and/or creative activities. The examples of demonstrated achievement in research/creative activity may include, but are not limited to, any of the following:

- a. Established reputation as an academic librarian.
- b. Authored publications or editorship of monographs, articles in books or journals, reviews, papers, teaching aids.
- c. Preparation of special studies--works of significant value including applications of research to library programs, bibliographies, indexes, project reports, program manuals, catalogs, internal reports.
- d. Presentations of research or papers, exhibits, programs for professional organizations or groups, seminars, workshops, lectures.
- e. Grants, fellowships, awards, and honors received.
- f. Current research or creative activity not yet resulting in publication, display, application.

- g. Other significant creative activities which may include performing, producing, exhibiting, or demonstrating skills and talents--such as works in literature, music, arts.

### **University/Public Service**

Faculty members are expected to perform at a sustained highly effective level in University and public service as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. They should possess a thorough and extensive knowledge of academic librarianship and provide distinctive 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:

- a. Leadership and significant contribution to service in professional organizations.
- b. Leadership or significant participation in University service through University committees, councils, or organizations.
- c. Participation in University-sponsored organizations, groups, or activities.
- d. Preparation of grant proposals.
- e. Sponsorship of or advisor to University student organizations.
- f. Significant contributions to appropriate community organizations, to community or governmental boards, agencies, or committees--i.e., membership, speeches, presentations, public appearances or consultation related to professional responsibilities.

## **B. ASSOCIATE PROFESSOR**

### **Teaching/Professional Effectiveness as an Academic Librarian**

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

- a. Successful use of professional knowledge in area of specialization: library systems, bibliographical tools, book trade, accounting and budget, cataloging and classification rules and practices, serials management, preservation of library materials.

- b. Effectiveness in working with departmental colleagues, other library personnel, faculty, students, and public in the following areas: use of bibliographies or LibGuide, sources of trade information, identification of elusive or erroneous titles, interpretation of classification systems, location of or access to library materials.
- c. Development and application of innovative techniques in library technical services.
- d. Accomplished in teaching library skills to personnel, faculty, students, and public through individual contact, organized groups, workshops, seminars, training sessions, classroom presentations and discussions.
- e. Application of new developments, techniques, and technologies in academic library service.

### **Research/Creative Activity**

Faculty members are expected to perform at a sustained effective level in research/creative activity as an academic librarian as evidenced in the annual WKU Libraries Faculty Member Performance Appraisal. They should possess an outstanding knowledge of academic librarianship and provide distinctive contributions through research and/or creative activities. The examples of demonstrated achievement in research/creative activity may include, but are not limited to, any of the following:

- a. Authored publications or editorship of monographs, articles in books or journals, reviews, papers, teaching aids.
- b. Preparation of special studies--works of significant value including applications of research to library programs, bibliographies, indexes, project reports, program manuals, catalogs, exhibit materials, internal reports.
- c. Presentations of research or papers, exhibits, programs for professional organizations or groups, seminars, workshops, lectures.
- d. Grants, fellowships, awards, and honors received.
- e. Current research or creative activity not yet resulting in publication, display, application.
- f. Other significant creative activities which may include performing, producing, exhibiting, or demonstrating skills and talents--such as works in literature, music, arts.

### **University/Public Service**

Faculty members are expected to perform at a sustained effective level in University and public service as an academic librarian as evidenced in the annual WKU Libraries Faculty Member

Performance Appraisal. They should possess an outstanding knowledge of academic librarianship and provide distinctive 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:

- a. Participation in service beyond the University Libraries level.
- b. Significant service in professional organizations.
- c. Significant participation in University service through University committees, councils, or organizations.
- d. Participation in University-sponsored organizations, groups, or activities.
- e. Sponsorship of or advisor to University student organizations.
- f. Service to appropriate community organizations, to community or governmental boards, agencies, or committees--i.e., membership, speeches, presentations, public appearances or consultation related to professional responsibilities.

### **C. SENIOR INSTRUCTOR RANK**

#### **Teaching/Professional Effectiveness as an Instructor 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 may include, but are not limited to, any of the following:

- a. Frequently applies professional knowledge in area of specialization: library systems, bibliographical tools, book trade, accounting and budget, cataloging and classification rules and practices, serials management, preservation of library materials.
- b. Customarily works with departmental colleagues, other library personnel, faculty, students, and public in the following areas: use of bibliographies or LibGuide, sources of trade information, identification of elusive or erroneous titles, interpretation of classification systems, location of or access to library materials.
- c. Experience teaching library skills to personnel, faculty, students, and public through individual contact, organized groups, workshops, seminars, training sessions, classroom presentations and discussions.

- d. Use of new developments, techniques, and technologies in academic library service.

### **University/Public Service**

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:

- a. Participation in service within the University Libraries.
- b. Service in professional organizations.
- c. Participation in University service through University committees, councils, or organizations.
- d. Participation in University-sponsored organizations, groups, or activities.
- e. Sponsorship of or advisor to University student organizations.

## **D. INSTRUCTOR II RANK**

### **Teaching/Professional Effectiveness as an Instructor 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 as an instructor librarian may include, but are not limited to, any of the following:

- a. Suitable use of professional knowledge in area of specialization: library systems, bibliographical tools, book trade, accounting and budget, cataloging and classification rules and practices, serials management, preservation of library materials.
- b. Proficiency in working with departmental colleagues, other library personnel, faculty, students, and public in the following areas: use of bibliographies or LibGuide, sources of trade information, identification of elusive or erroneous titles, interpretation of classification systems, location of or access to library materials.

- c. Competence in teaching library skills to personnel, faculty, students, and public through individual contact, organized groups, workshops, seminars, training sessions, classroom presentations and discussions.
- d. Use of new developments, techniques, and technologies in academic library service.

### **University/Public Service**

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 within the University Libraries.
- b. Participation in University service through University committees, councils, or organizations.
- c. Service in professional organizations.
- d. Participation in University-sponsored organizations, groups, or activities.
- e. Sponsorship of or advisor to University student organizations.

## **E. INSTRUCTOR I RANK**

### **Teaching Effectiveness as an Instructor 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. The examples of demonstrated achievement in effectiveness as instructor rank I librarian may include, but are not limited to, any of the following:

- a. Satisfactory use of professional knowledge in area of specialization: library systems, bibliographical tools, book trade, accounting and budget, cataloging and classification rules and practices, serials management, preservation of library materials.
- b. Efficiency in working with departmental colleagues, other library personnel, faculty, students, and public in the following areas: use of bibliographies or LibGuide, sources of trade information, identification of elusive or erroneous titles, interpretation of classification systems, location of or access to library materials.

- c. Ability in teaching library skills to personnel, faculty, students, and public through individual contact, organized groups, workshops, seminars, training sessions, classroom presentations and discussions.
- d. Use of new developments, techniques, and technologies in academic library service.

## **II. Review of Rank and Promotion Requirements**

DLTS faculty will review criteria and statements relating to rank and promotion every three years beginning in the fall semester 1992; from 2003- DLTS faculty will review this document at least every 5 years.

**Disclaimer: If any requirements stated herein contradict *the Faculty Handbook*, *the Faculty Handbook* prevails.**