

The DSU Retention, Promotion and Tenure Policy (641) encourages department and/or schools to “submit or add criteria based on required or specialized activities for any subgroup of faculty” to be applied to all faculty being reviewed from that organizational unit.

Based on “Guideline for the Appointment, Promotion and Tenure of Academic Librarians” published by the Association of College and Research Libraries, the faculty review criteria developed in support of the University mission are:

- Librarianship (to substitute for the “Teaching” criteria).
- Service.
- Scholarship, research and creative work.

Submission of these criteria is intended to facilitate committee and administrator review of librarians’ portfolios as part of a fair and equitable process.

Approved by Library Faculty, March 11, 2014

Approved by Academic Council, March 18, 2014

Faculty Review Criteria for Academic Librarians

Librarianship

Librarianship involves activities that facilitate information access. These criteria represent the primary responsibilities of librarians in their service to the institution and substitute for the teaching and pedagogy criteria used in evaluating teaching faculty. The responsibilities of an individual faculty librarian will include activities in several of the following professional competency areas as specified in the role statement for his/her position.

Typical activities include but are not limited to:

I. Collection Development

- 1.1 Select materials using appropriate review sources and collection profiles in order to provide support to academic programs, faculty and student research interests, and the University mission.
- 1.2 Assess donated materials in accordance with library policies and procedures.
- 1.3 Review holdings regularly and address collection weaknesses.
- 1.4 Solicit and process appropriate gifts.

- 1.5 Negotiate and maintain purchases and licenses.
- 1.6 Consult with faculty to develop collections, as part of the accreditation process, and in the development of new programs and degrees.
- 1.7 Apply proper techniques in the conservation of rare and fragile materials.
- 1.8 Monitor and enforce the collection security and security systems.
- 1.9 Plan and implement effective preservation strategies, including environmental control, emergency planning, digitization, and implementing archival housing.

II. Outreach

- 2.1 Advocate for library and its services to potential users and donors.
- 2.2 Provide outreach to community groups and a positive experience of the library and the campus.
- 2.3 Promote resource sharing among libraries.
- 2.4 Liaise with campus constituents and support their use of the facility.
- 2.5 Provide to campus constituents access to and assistance with specialized library equipment for digitization, photography, microfilm reading and scanning, etc.
- 2.6 Develop and implement public relations activities to promote the library, its collections or services, and/or library events.

III. Bibliographic Access and Control

- 3.1 Create effective and engaging digital library materials and exhibits.
- 3.2 Catalog and classify print and non-print resources in a timely manner with accuracy and according to established best practices.
- 3.3 Plan, create, and maintain authority files, special classification systems, indexes, and holding records.
- 3.4 Create finding aids to facilitate access to archival and manuscript collections.
- 3.5 Facilitate inclusion in library catalog of externally provided bibliographic records.
- 3.6 Provide efficient access to materials through interlibrary loan.

IV. Reference

- 4.1 Conduct effective and thorough general reference interviews and negotiation in any assigned format (face-to-face, email, telephone, live chat, etc.).
- 4.2 Demonstrate knowledge the classification, arrangement, scope, and character of the DSU library collection as well as alternate sources of information.
- 4.3 Maintain current knowledge about reliable information source, the different types, formats, and levels of information, their appropriate uses.
- 4.4 Develop and maintain excellent information retrieval skills, and demonstrate the ability to train others in their use.
- 4.5 Maintain current knowledge and understanding of issues affecting information access, such as copyright and privacy.
- 4.6 Exhibit understanding and skill in use of various bibliographic citation systems.
- 4.7 Perform specialized subject-specific reference work with faculty and students.

V. Instruction

- 5.1 Teach library classes in information literacy as assigned.
- 5.2 Teach workshops and individual classes in information literacy, bibliographic instruction, and related topics.
- 5.3 Perform research instruction for specific assignments within non-library courses.
- 5.4 Develop curricula for information literacy instruction.
- 5.5 Create instructional materials.
- 5.6 Create and maintain accurate and current bibliographies and subject guides.

VI. Administration

- 6.1 Create and maintain library information systems such as the integrated library system; interlibrary loan system; security, inventory, and monitoring systems; web, proxy and content management servers; digital repository; and other technological infrastructure as required.
- 6.2 Publish and maintain library webpages and online resources.

- 6.3 Create policies, procedures, rules and documentation related to librarian roles.
- 6.4 Control assigned budgets and manage funds efficiently.
- 6.5 Maintain appropriate records for accession and handling of collections.
- 6.6 Write and administer successful grant proposals and projects.
- 6.7 Assess library services, prepare useful and timely reports, and maintain accurate records.
- 6.8 Hire, train, supervise, and evaluate student employees, paraprofessional staff, faculty librarians, volunteers, or others.
- 6.9 Manage information literacy instructors and adjuncts.
- 6.10 Promote a safe and welcoming physical environment.

VII. Professional Development

- 7.1 Attend workshops, conferences, and other professional development activities that will serve to improve the library.
- 7.2 Seek to improve one's skills in all aspects of librarianship.
- 7.3 Complete courses in areas that will support the library's mission.

Service

Service involves professional service to the university and service to outside organizations and/or the community. Service offered by librarians does not substantially differ from that of other faculty.

Typical activities include but are not limited to:

- 7.4 Serve on regional, state, university, and/or library committees and working groups.
- 7.5 Work with student organizations.
- 7.6 Maintain membership with professional organizations.
- 7.7 Participate in professional organizations through holding office, serving on committees, contributing to roundtables, etc.
- 7.8 Provide advisory or consultation services.

- 7.9 Offering instruction to non-DSU entities.
- 7.10 Collaborating with other libraries (academic, public, and special).
- 7.11 Mentoring new and/or pre-professional librarians.

Scholarship, research, and creative work

Scholarship, research and creative work involves expanding human knowledge and experience. These criteria are not currently required for tenure at Dixie State University. Similar to all faculty, if work is submitted as part of a professional portfolio, its production and dissemination should be complementary to the mission of the library, within the field of library science, or the librarian's area of specialization.

Typical activities include but are not limited to:

- 7.12 Author annotated bibliographies, collection guides, instructional/training materials not directly related to Collection Development and Instruction roles.
- 7.13 Give presentations and exhibitions.
- 7.14 Provide editorship and editorial consulting, including serving as a reviewer for a scholarly publication.
- 7.15 Present papers at professional meetings and conferences.
- 7.16 Publish software.
- 7.17 Author / publish of books, reports, and reviews.
- 7.18 Publish in scholarly journals.
- 7.19 Publish in general interest publication.