American University Library
Guidelines for Tenure-Line Library Faculty Members for Reappointment and Promotion

University Library Rank and Tenure Committee
7/19/11

The University Library Faculty Manual (2003) is the official source of information on requirements for reappointment, promotion, and tenure. These guidelines are designed to orient tenure-line library faculty members and evaluators to the process by providing examples of the types of activities that fulfill the three criteria of primary responsibilities, scholarship, and service described in the Manual. ¹

There are three sources of evaluation for library faculty: review by administrative heads, external reviews by library professionals outside American University, and peer reviews of American University library faculty.

The quality of the performance of a library faculty member in carrying out his/her primary responsibilities is always the chief criterion for evaluation. The percentages assigned below to primary responsibilities (70%), scholarship (15%), and service (15%) represent the customary distribution of workload. In order to be eligible for tenure and promotion, library faculty members are expected to demonstrate significant achievement in all three areas.

In certain circumstances, these percentages may be differently distributed to reflect special concentrations of effort in any of the three areas. For instance, special projects might be reflected in primary responsibilities, a sabbatical in scholarship, or a “course release” in university service. Library faculty must make arrangements with their administrative heads and notify the University Library Rank and Tenure Committee (ULRTC) of the specific redistribution in advance of the affected time period. The time period should also be substantial enough to merit such a change, usually one semester or more in a given year.

Primary Responsibilities (70%)

These activities—the main functions performed by library faculty members—account for approximately seventy percent of their time. As the library is a complex

organization where many different functions that support the educational mission of the university take place at the same time, a library faculty member’s job may include some of the following:

- Assisting researchers at a research assistance desk, through electronic mail or an instant messaging service, over the phone, through the maintenance of office hours, or through online subject guides. These activities facilitate research and learning for all members of the AU community, by helping students and faculty find and use the appropriate information resources.
- Participating directly in classroom instruction, either within the library or elsewhere on campus. This activity directs students to information resources that are relevant to the curriculum and research required by their courses. It also serves to build liaisons with teaching faculty.
- Selecting, negotiating licenses for, acquiring, describing, and maintaining library materials to make them accessible to the university community. This work includes allocating and managing budgets, maintaining relationships with publishers and information providers, developing collection maintenance workflows, and providing discoverability of and access to resources through the application of national and local standards, record and data management, and use of systems. These activities are fundamental to the library’s role as information gateway and facilitator of academic success and provide support for new and continuing programs, courses, and areas of research.
- Ensuring that the library acquires and maintains all appropriate information technology and an appropriate web presence. As more and more materials necessary for research become digital, ease of access is expected. Digital materials also enable online learning.
- Working closely with teaching faculty in curriculum development, library instruction, and collection development. This activity builds liaison relationships with teaching faculty and supports university goals for learning and research.
- Promoting awareness of library services and resources for students, staff, and faculty through social media and online and other publications, through university and library events, including enrollment activities, and other related outreach efforts.
- Hiring, training, supervising, and evaluating library staff and faculty. Some library faculty positions have a significant administrative component.
- American University Library is a member of the Washington Research Library Consortium, which coordinates many shared functions. Participation on a WRLC committee or task force may be included in primary responsibilities.

Engagement in outreach activities that support library events, programs, publications, orientations, and other related activities is an expectation for every library faculty member, whether this engagement is directly related to a faculty member’s primary responsibilities or an activity related to service.
For library faculty members, statistics on activities will vary. There is no typical number of classes taught, no recommended number of reference interviews, or number of books cataloged. Activities and time spent will vary function to function, and from semester to semester.

Throughout their careers at American University Library, and for tenure and promotion, including promotion to Librarian, library faculty are expected to demonstrate increasing growth, initiative, and leadership in their professional work, and to take on increasing levels of responsibility whether or not they hold management positions.

**Scholarship (15 %)**

1. This criterion of scholarship includes scholarly, creative, and professional contributions. Library faculty are customarily expected to allocate fifteen percent of their workload, or approximately three working days per month, to scholarly activities, but in practice it is often difficult to maintain this standard due to the library faculty member’s commitment to primary responsibilities. Rationale for any significant deviation from 15% should be documented in the faculty member’s file. Library faculty have twelve-month contracts and a regular workload throughout the year.

2. Librarians in the profession, unlike library faculty in a school of library or information science, are generally focused on practical applications in the profession. Scholarship for library faculty at AU may be theoretical or applied and may be specific to the fields of library and information sciences. Advancement in the field of librarianship is often achieved through the work of individual librarians under the auspices of professional organizations. Leadership in associations and on committees that advances theory and contributes to best practices in the library profession is recognized as scholarship in the field.

3. Scholarship may also pertain to disciplinary areas to which the faculty members bring additional expertise. Scholarship in any field deepens the practitioner’s knowledge of that field and is valuable in many areas of librarianship. Library faculty members are active contributors in the intellectual community of the university.

4. To be considered for tenure and promotion to Associate Librarian, library faculty are expected to achieve a serious scholarly record. They must demonstrate accomplishment in the areas listed in the table below, achieving a combined score of at least 3 points. At least one point should be achieved in a refereed venue and at least one point should be within the discipline of librarianship. In addition, library faculty should demonstrate a record of growth and influence in their professional and scholarly activity throughout their pre-tenure years and the ability to sustain the growth during the post-tenure period. Early in the process library faculty should work with their administrative heads to develop a plan for scholarship with individual benchmarks for achievement at the third and 6th year review.
To be considered for promotion to the rank of Librarian, library faculty members are expected to meet the qualifications for scholarship for Associate Librarian. In addition, they should show a continued record of growth and influence in their professional and scholarly activity. They must demonstrate accomplishment in the areas listed in the table below, achieving a combined score of at least 5 points beyond the points earned for promotion to Associate. The most recent 5 must have been earned at American University. At least three points should be achieved in a refereed venue and at least one point should be within the discipline of librarianship. The totality of a library faculty member’s record since achieving tenure must be considered.

5. Scholarly journals are a common though not exclusive venue for peer-reviewed contributions. For a list of appropriate scholarly journals in library and information science, see Appendix A. Items not yet published or verifiably in press (accompanied by appropriate documentation) are considered mainly as evidence of potential or as an indicator of a level of continuing research activity. Items available in peer-reviewed venues that may be “open access,” are, however, acceptable.

6. Professional organization work is another one of the ways library faculty members maintain or contribute to best practices in the profession and maintain or contribute to current awareness of new services, products, resources, and technology. Library faculty members demonstrate growth in professional activities by showing evidence of active and increased levels of engagement and responsibility in organizational work.

7. Much of the advancement of librarianship also depends on formal cooperative efforts, usually conducted under the auspices of professional organizations. Such activities are acknowledged as requiring application of knowledge and expertise equivalent to that demonstrated in independent research and publication. Although the outcome of such activities often results in publications in which authorship is credited to an organizational body rather than to individuals, it is understood that the members of the group that wrote the publication are its co-authors. The faculty member should describe his/her role in projects or publications sponsored by a professional organization. The faculty member may also include letters from project leaders or others who can verify the scope of his/her contribution.

8. For evidence of scholarly or professional contributions not listed or named in this document, a library faculty member may submit that evidence and propose a value for that contribution at the time of review for consideration by the University Library Rank and Tenure Committee.

9. Additional evidence of growth can be represented by the following areas: abstracts, reviews, grant proposals, posters, exhibits, non-refereed publications and presentations, textbooks, testimony on legislative issues, judging awards competitions, and professional Web contributions in appropriate formats.

10. Library faculty are encouraged to include information about the impact of their work, including citation measures and reviews if available.
This does not constitute an employment contract.
Table of Point Values for Scholarly Achievements in Librarianship or Other Disciplines for Library Faculty

<table>
<thead>
<tr>
<th>Description of accomplishment in the area of Scholarship as defined in the Library Faculty Manual</th>
<th>Point Value</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monograph Co-Authored Monograph</td>
<td>3  2</td>
<td>Well respected publisher; Document level of contribution</td>
</tr>
<tr>
<td>Edited or bibliographic book (single author/editor) Co-Edited or Co-authored bibliographic book</td>
<td>3  2</td>
<td>Well respected publisher; for co-authored or edited works, document level of contribution</td>
</tr>
<tr>
<td>Single author, peer-reviewed journal article** Co-authored article**</td>
<td>2  1</td>
<td>For co-authored article, document level of contribution</td>
</tr>
<tr>
<td>Book chapter or substantial bibliography in a scholarly or professional publication Co-authored book chapter</td>
<td>2  1</td>
<td>For co-authored chapter, document level of contribution</td>
</tr>
<tr>
<td>Elected/appointed leadership at national level--section head, division president or equivalent</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Chair of a committee to plan a program at a national conference in librarianship or another academic field</td>
<td>1</td>
<td>Show evidence of success (attendance, evaluations, etc.)</td>
</tr>
<tr>
<td>Chair of a committee of a national professional association</td>
<td>1</td>
<td>Must substantiate leadership activity</td>
</tr>
<tr>
<td>National or international peer-reviewed presentation or performance</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Invited or accepted national/international presentation or performance</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Significant editorial work</td>
<td>1-3</td>
<td>Depending on quality of publication and position</td>
</tr>
</tbody>
</table>

** See list in Appendix A
Service (15%)

The Library is an essential component in the higher education environment, and library faculty partner with teaching and research faculty to provide quality education. Through their service, library faculty further develop this partnership. All members of the library faculty are expected to participate in different aspects of university life, and to demonstrate how their individual service activities contribute to library and university achievement of strategic goals. Library faculty typically devote fifteen percent of their time to service.

Contributions may include some of the following:
- Service on the University Senate or on any of its committees.
- Participation on task forces and special committees of the university.
- Involvement with student organizations and activities.
- Service to professional organizations
- Participation in library events

Service on other entities involved specifically in library faculty governance, such as designated roles in the University Library Faculty Council, the University Library Rank and Tenure Committee, and the Merit Committee, are also important contributions to the university as well as other internal committees project and other teams, as long as they are not linked to primary responsibilities.

Library faculty members should demonstrate growth with evidence of increased levels of activity and leadership in this third criterion for evaluation.

To be promoted to Librarian, library faculty members must have increased their level of responsibility or leadership in their service commitments. They must have a record of active and constructive contributions to faculty governance at all levels of the university community.

Conclusion

As stated above, performance of one’s primary responsibilities will always be the main criterion for evaluation. Primary responsibilities take up the most significant amount of a library faculty member’s time, approximately 70%. The other two criteria are important but should never overshadow primary responsibilities.
Appendix A

Refereed\(^2\) journal titles in the field of library science may include, but are not limited to:

- American Archivist
- Art Documentation
- Behavioral and Social Sciences Librarian
- Cataloging & Classification Quarterly
- Choice: Current Reviews for Academic Libraries
- Collection Management
- College and Undergraduate Libraries
- College and Research Libraries
- EDUCAUSE Quarterly
- Internet Reference Services Quarterly
- Journal of Academic Librarianship
- Journal of Access Services
- Journal of the American Society for Information Science & Technology (JASIST)
- Journal of Business and Finance Librarianship
- Journal of Electronic Resources Librarianship
- Journal of Library Administration
- Journal of Library and Information Services in Distance Learning
- Journal of Library Metadata
- Journal of Web Librarianship
- Libraries & the Cultural Record
- Library Hi Tech
- Library Journal
- Library Technology Reports
- Library Trends
- Library Quarterly
- Music Reference Services Quarterly
- portal: Libraries and the Academy
- Public Services Quarterly
- Reference and User Services Quarterly
- The Reference Librarian
- Reference Services Review
- Science & Technology Libraries
- The Serials Librarian
- Technical Services Quarterly

The ULRRTC regards the publication of research in these journals to be noteworthy and important. However, there are other avenues library faculty may take in fulfillment of this criterion.

\(^2\) The term “refereed” means peer-reviewed. Most journal titles listed above employ a double-blind peer-review process.
Reviews of books and other materials (such as scholarly websites) by librarians are considered extremely useful by the profession. These reviews influence selection decisions made by libraries that support the curriculum and research in universities around the world. In addition to the titles listed above, reviews may be published in professional library association newsletters such as *ANSS Currents* (published by the Anthropology and Sociology Section of the Association of College and Research Libraries), which reviews library resources in Anthropology and Sociology; *STS Signal* (published by the Science and Technology Section); and other association and section media.

Library faculty also support the intellectual mission of the university and research by contributing abstracts to indexing resources in many different subject areas.