

THE UNIVERSITY OF KANSAS LIBRARIES
Discipline Expectations for Library Faculty at KU (July 2014)
Librarians and Unclassified Academic Staff

The focus of promotion and tenure review is on professional growth and achievement. The award of promotion in rank and (for librarians) tenure represents a prediction that the individual will continue to make substantive contributions to the University and the profession. The University of Kansas, along with most other research universities in the United States, evaluates librarians primarily on the quality of their performance as librarians in their professional assignments. For librarians the emphasis, as practitioners, is reflected in the standard annual assignment of between 70 and 90 percent of effort to his/her primary professional assignment. Librarians are also expected to participate in service activities and to develop a program of research, scholarship, or creative artistic professional activities, with 10 to 30 percent of their annual effort applied collectively to these areas. Professional performance, research and service expectations for unclassified academic staff will depend on the individual assignment.

Professional Performance

Unclassified Academic Staff

Unclassified academic staff are not required to allocate effort in all three primary faculty responsibilities (research, service, and professional performance). Thus professional performance will be defined contingent on the individual assignment.

Librarians

Librarians hold 12 month appointments. The standard annual assignment for professional performance typically comprises 70 to 90 percent of a librarian's assignment. It is expected that librarians will fulfill their professional duties at a high level of effectiveness resulting in significant accomplishments. Librarians' duties can be varied, and can change frequently, due to the changing nature of the environment in which they work. As information specialists, library faculty are involved in the development and design of library resources, collections, and information systems; information management and organization; instructional and research consultation and support services; and administration and planning. While no single definition or standard of excellence can adequately address all aspects of librarianship, effective librarians will need to demonstrate competence, currency in one's area, creativity, and initiative. The quality of professional performance and competence in carrying out one's assigned responsibilities, coupled with the candidate's strengths, are the focal points for evaluation of professional performance.

Note: Unclassified Academic Staff are not eligible for tenure.

For the award of tenure and/or promotion to the rank of: Associate Librarian. The candidate's record shall demonstrate effective library practice as reflected in such factors as command of responsibilities, the ability to communicate effectively, and a demonstrated commitment to the mission of the Libraries, the University, and the profession.

For promotion to the rank of: Associate Specialist. The candidate's record shall demonstrate effective library practice as reflected in such factors as command of responsibilities, the ability to communicate effectively, and a demonstrated commitment to the mission of the Libraries, the University, and the profession.

For the award of promotion to the rank of: Librarian. The candidate's record shall demonstrate achievement in, and document, evidence of distinguished professional performance in a successfully developing career, with evidence of sustained productivity. The candidate shall have achieved a measure of national recognition in librarianship or a related area, and demonstrate continued effectiveness and growth as a librarian. Such effectiveness and growth will be reflected in such factors as mastery of library practice and professional skills, and a demonstrated and ongoing commitment to the mission of the Libraries, the University and the profession.

For promotion to the rank of: Senior Specialist. The candidate's record shall demonstrate achievement in, and document, evidence of distinguished professional performance in a successfully developing career, with evidence of sustained productivity. The candidate shall have demonstrated continued effectiveness and growth as a professional. Such effectiveness and growth will be reflected in such factors as mastery of library practice and professional skills, and a demonstrated and ongoing commitment to the mission of the Libraries, the University and a measure of national recognition in their area of specialization or a related field.

Research and Scholarly Activities

Research expectations for Unclassified Academic Staff are contingent on the individual assignment and generally should be consistent with the equivalent expectations listed below.

Librarians are expected to engage in research and scholarly activity. The standard annual assignment for research and scholarly activities typically comprises 5 to 20 percent of a librarian's assignment. This percentage may be adjusted upward only upon full agreement between the candidate and the Dean. The wide range of librarians' assignments at KU and the demands of 12 month appointments lead to variation in the type and amount of scholarly or creative activities in which they engage. It is expected that the outcomes of these activities will be disseminated and subject to critical peer evaluation. In this way, library faculty will contribute to enhancing the profession of librarianship or a related area, or a specialized subject area, in which they conduct research.

The extent of an individual's record of scholarship and the variety of arenas for its dissemination may differ from those of faculty in other disciplines:

Librarians are encouraged to develop a research program sustained and strengthened over time; however, the rapidly changing nature of librarianship may lead to new areas of research that may be reflected in the librarian's research program.

The research program should contribute, at least initially, to the field of librarianship or a related area, and be consistent with the mission of the Libraries. However, because librarianship does not exist in isolation from the community it serves, but rather coexists with and contributes to all disciplines, scholarly endeavors of librarians may reflect this symbiosis and cross disciplinary boundaries.

Much of the advancement of librarianship depends on formal collaborative efforts. In librarianship, participation in collaborative scholarship is acknowledged as requiring application of knowledge and expertise equivalent to that demonstrated in individual research and publication. However, the processes and rewards of tenure and promotion pertain to the accomplishments of the individual, not the group. Therefore, when work that is the outcome of joint effort is presented as evidence of scholarship, clarification of the candidate's role and extent of contribution in the joint effort must be provided.

Assistant librarians should begin their research program early and establish a sustained program of scholarly activity. Documented activities should demonstrate that the candidate's experience has led to a broad understanding of the field, that the candidate has mastered a part of it, and that there has been intellectual development and contributions beyond those called forth by routine daily assignments.

Criteria for evaluation will include originality, breadth of dissemination, and impact on scholarship and/or practice in the candidate's field of research. Particularly important are works that have been reviewed by peers as worthy of merit. It should be emphasized that quality of scholarship is not measured in numbers; however, quantity of contributions is useful in demonstrating the candidate's growth as a scholar, ongoing dissemination of research findings, and continuing commitment to scholarship.

During the promotion and tenure process, librarians submit research for consideration as major or minor works based on a variety of factors including, but not limited to, the reputation of the venue of publication/presentation, the depth and rigor of the research, and the impact of the research on the discipline. Determination of which category to use is made by the individual librarian. (Refer to the section on *Examples of Major and Minor Scholarly Contributions* for additional information.)

For the award of tenure and/or promotion to the rank of: Associate Librarian. The candidate must present at least three (3) scholarly contributions demonstrating a coherent, consistently strengthening program of research and scholarly activities as evidence of commitment to and accomplishment in librarianship or a related area. The candidate may conduct research in subject areas outside those normally considered librarianship or a related area; however, at least one (1) contribution must reflect how their research relates to or informs their practice of librarianship or a related area. It is required that candidates have at least one (1) major work in their dossier. Beyond the one (1) required major work, the contribution of minor works is fully consistent with a successful promotion and tenure review decision for librarians. Evidence of research and scholarly activities may manifest itself in both print and electronic form and these creative and scholarly contributions

may include but are not limited to books, book chapters, peer reviewed journal articles, reports, position papers, annotated bibliographies;

presentations at professional meetings, poster sessions, exhibitions; editorial board service; fellowships or grants.

For the award of promotion to the rank of: Librarian. The research record must demonstrate an established scholarly career as reflected in such factors as a substantial and ongoing pattern of publication or creative activity, external reviews of the candidate's work by eminent scholars or practitioners in the field, the candidate's national or international recognition, and other evidence of an active and productive scholarly career. The candidate must present at least four (4) scholarly contributions completed since promotion to Associate Librarian. Candidates, having demonstrated mastery in an area of practice in librarianship or a related area, may conduct research in subject areas outside those normally considered librarianship or a related area. It is required that at least two (2) of these contributions be major works. Beyond the two (2) required major works, the contribution of minor works is fully consistent with a successful promotion and tenure review decision for librarians. Promotion to Librarian carries with it the expectation of command of a subject, and active and continuous involvement in the profession.

Service

Service expectations for Unclassified Academic Staff are contingent on the individual assignment and generally should be consistent with the equivalent expectations listed below.

A strong service profile is highly valued by library faculty. Librarians are expected to demonstrate a consistent record of service beyond their assigned library responsibilities, with contributions to the Libraries, the University, and to professional organizations.

Librarians' service is evaluated on the basis of quality, the candidate's demonstrated level of contributions, and significance or impact of the service. Contributions that require a substantial effort, and that produce significant results, will be rated more highly. The Librarian's dossier should reflect continued growth and leadership in service over time. Evidence of service may include, but is not limited to: active participation in library, university, state, regional, national, or international professional committees and task forces; service as a chair of a committee or task force, or as an officer of a local, state, regional, national, or international professional organization; consulting services, program or conference planning for professional organizations; mentorship of new faculty or within the profession; or presentations to community groups or civic organizations.

For promotion and tenure to: Associate Librarian. The candidate must *minimally* demonstrate a solid and high quality record of service at the library and/or university level with some service at the state or regional level.

For promotion to: Librarian. The candidate must demonstrate an increasingly broader service record resulting in national or international recognition, with evidence of leadership roles at the library, university, and any of the following: state, regional, national, or international levels.

Revision History:

Recommended by the Library Faculty Assembly (adopted May 1980)

Revised: October 1985

Revised: July 2000

Revised: June 2006 and approved by the Dean

Revised: November 2008 to reflect new titles

Revised: June 2009, July 1st, 2009, by the Library Faculty and Professionals Assembly and approved by the Dean, July 2009.

Revised: December 17, 2009, by the Library Faculty and Professionals Assembly and by the Dean of Libraries.

Revised: July 2014, by the Library Faculty and Professionals Assembly and the Dean to reflect the incorporation of Unclassified Academic Staff.

Examples of Major and Minor publications or scholarly work. *This is not intended to be a comprehensive list.*

Major	Minor
Peer reviewed journal article.*	Non peer reviewed journal article.*
Book or scholarly journal editor or coeditor.	Editorial board service.1
Book chapters.*	Poster sessions at conferences, symposium, professional meetings.*
Software development.*2	Software development.*2
Fellowships or grants.†	Fellowships or grants.†
Reports, white papers or position papers.µ	Reports, white papers or position papers.µ
Curating.‡2	Curating.‡2
Papers given at national or international meetings.*	Papers given at local/regional meetings.*
Peer reviewed conference proceedings.*	Presentations at local or regional professional meetings.‡
A peer reviewed paper based on a presentation w/conference proceedings published.*	Encyclopedia articles.*
Invited and peer reviewed papers presented to national/international peer reviewed journal.	Book reviews.3
Scholarly monograph in the field of librarianship or in a related discipline.*	Annotated bibliography.*1
Book length edited bibliographies or reference works.*	A compilation or indexing of specific collections.*

Major	Minor
Book chapters.*	Poster sessions at conferences, symposium, professional meetings.*

* Single or coauthored. ¹ Depending on the depth, length and rigor of the scholarly contribution, the work might be considered major or minor. ² Depending on the size of the project and impact in the field and/or university, with evidence of widespread use (e.g. number of downloads or outside letters, for example). ³ Depending on the depth, length and rigor of the scholarly contribution, the book review may be considered a minor scholarly work. Otherwise consider it to be service. ^μ The work represents an important contribution to the discipline and brings documented positive reviews or impacts the practice of librarianship, it would be considered major; otherwise a minor work. [†] Depending on the award amount and number of coapplicants, it might be a major or minor work. [‡] The importance of a presentation is assessed by the content, preparation, and research required and the forum to which it is delivered.