



## Department of Library Resources Guidelines for Appointment, Promotion, and Retention of Library Faculty

### INTRODUCTION

This document sets forth the guidelines for the appointment, promotion, and retention of the Department of Library Resources' Faculty. This document outlines the role of library and library administrative faculty within the Department of Library Resources and is designed to provide a clear path of professional development within the institution and profession. These criteria and procedures are used to ensure library and library administrative faculty members are reviewed on equitable terms that adequately recognize the differences in individual positions and contributions.

The criteria and guidelines reflect the standards set forth by the Board of Regents Policy Manual,<sup>1</sup> the Kennesaw State University Faculty Handbook,<sup>2</sup> and the Kennesaw State University Guidelines for Appointment Promotion and Retention of Library Faculty.

### **Library and Library Administrative Faculty Membership**

The Department of Library Resources' faculty is composed of full-time contracted librarians who meet the criteria for library faculty or library administrative faculty status.

### **Library and Library Administrative Faculty Status**

The rules governing library and library administrative faculty status are stated in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 1).

### **Role of Library and Library Administrative Faculty**

Department of Library Resources faculty are evaluated in the three basic performance areas of librarianship, scholarship and creative activity, and professional service (Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty, p. 2). Librarianship is defined within the field as "professional library service in support of the educational, scholarship, and service functions of the university" (Kennesaw State

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<sup>1</sup> Board of Regents Policy Manual:

[https://www.usg.edu/policymanual/section8/C245/#p8.3.6\\_criteria\\_for\\_promotion](https://www.usg.edu/policymanual/section8/C245/#p8.3.6_criteria_for_promotion)

<sup>2</sup> The Kennesaw State University Faculty Handbook is updated on an annual basis. This document makes section references to the 2020-2021 edition. The Kennesaw State University Faculty Handbook 2020-2021 is located at: <http://catalog.kennesaw.edu/content.php?catoid=52&navoid=3725>

University Faculty Handbook, Section 3.8). Scholarship and creative activity is “broadly defined in the institution’s mission statement as a wide array of activities that contribute to the advancement of knowledge, understanding, application, problem solving, aesthetics, and pedagogy in the communities served by the University (Kennesaw State University Faculty Handbook, Section 3.3B).

For library faculty, “professional service involves the application of a library faculty member’s academic and professional skills and knowledge to the completion of tasks which benefit” the Library System, the University, the community, or the profession” (Kennesaw State University Faculty Handbook, Section 3.3C). In the case of library administrative faculty members, they are encouraged to engage in service “activities such as faculty development, fundraising, fiscal management, personnel management, and public relations” (Kennesaw State University Faculty Handbook, Section 3.3C).

## **APPOINTMENT**

As stated in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty, the “terminal degree appropriate for initial appointments to all academic ranks as a library faculty or library administrative faculty member in the Kennesaw State University Library System is an ALA-accredited master’s degree or international equivalent in librarianship/information science” (p. 2). The criteria for initial appointment of library and library administrative faculty in the Department is defined in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 2).

## **ANNUAL EVALUATIONS**

Library and library administrative faculty in the Department adhere to the principles of faculty evaluations as required by the Board of Regents of the University System of Georgia (Section 8.3.5.1), Kennesaw State University Faculty Handbook (Section 3.12), and the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 3). The annual evaluation process and review schedule are defined in the Kennesaw State University Faculty Handbook, Section 3.12A.

## **WORKLOAD GUIDELINES**

The workload model for library and library administrative faculty in the Department is outlined in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (pp. 3-5).

## **PROMOTION**

At Kennesaw State University, promotion decisions are to be based on the criteria established by both the Department of Library Resources and the Kennesaw State University Library System. This section builds upon the promotion standards detailed in the Kennesaw State University Library System’s Guidelines for Appointment, Promotion, and Retention of Library Faculty.

The purpose of the promotion process, procedures, promotion eligibility, Board of Regents policy on non-renewal of contracts, criteria for all library faculty ranks, and retention are defined in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (pp. 5-10).

### **Categories for Evaluation**

As noted previously, Kennesaw State University library and library administrative faculty will be evaluated for promotion in the three areas of librarianship, scholarship, and service with librarianship being the most important (Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty, p. 6). The following sections expand upon the definitions of librarianship, scholarship, and service that can be found in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (pp. 7-8).

### **Librarianship**

Library and library administrative faculty “perform professional tasks that require a special background and education in librarianship” (Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty, p. 7). When evaluating the quality and significance of an individual’s librarianship, their contributions to the educational and research mission of the institution should be considered. The majority of library and library administrative faculty workloads are spent on librarianship activities and as a result, the ability to perform at a high professional level in this area must be evident for promotion in academic rank. In many cases, performance evaluations in this category should serve as “compelling arguments in favor of, or against, promotion” (Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty, p. 7).

This section includes examples of librarianship activities that are relevant to library faculty:

- Providing reference services to students and faculty according to industry best practices
- Creating extra-curricular learning opportunities for students
- Promoting scholarly engagement with students and faculty
- Facilitating access to information resources
- Creating learning opportunities for students and faculty in library spaces
- Developing marketing and branding plans to promote library resources and services
- Developing policies and procedures related to library services or units
- Developing training opportunities for librarian, student, or staff colleagues
- Resolving service requests concerning library resources
- Managing and supervising the work of others
- Co-developing Faculty Performance Agreements in negotiation with direct reports
- Mentoring librarians by supporting and providing opportunities for professional growth
- Developing annual evaluation feedback for direct reports at the behest of the Department Chair
- Developing or contributing to strategic decision making
- Assessing library resources and communicating library value to stakeholders

- Building library collections
- Evaluating and managing library collections
- Assessing and allocating the budget of an individual unit or service
- Managing the library website, service platforms, discovery layers, and vendor platforms
- Cataloging and managing the metadata for library collections
- Creating and improving workflows between library units
- Serving as liaison librarian to academic units or programs

This section includes examples of librarianship activities that are relevant to library administrative faculty:

- Coordinating the development of mission, vision, and strategic plans for multiple library units
- Serving on the administrative team of the Dean
- Managing the Department's budget
- Managing Unit and Department administrative functions
- Mentoring direct reports by supporting and providing opportunities for professional growth
- Coordinating within the Kennesaw State University Library System to resolve issues or concerns related to user experience.
- Supervising library faculty and staff in the completion of their annual goals and workloads
- Co-developing Faculty Performance Agreements in negotiation with individual faculty members
- Performing annual evaluations within the Department
- Coordinating the accreditation, assessment, and evaluation efforts of the Department
- Representing and advocating for the library through fundraising, public relations, marketing, and outreach
- Preparing and administering grant programs

Regardless of the type of activity, promotion in academic rank is contingent upon the individual's ability to perform at a high professional level in librarianship. Evidence of this category of performance can be adduced from the supervisor's letter detailing the candidate's readiness for promotion, a narrative from the candidate detailing qualifications for promotion, the candidate's annual evaluations, the candidate's personal review of accomplishments relating to the candidate's job, and documentation of accomplishments.

### **Scholarship, Research, and Creative Activity**

Library and library administrative faculty are actively involved in the intellectual and scholarly developments in their discipline. An individual's scholarship or creative work will be evaluated in terms of its quality, recognition among peers, and significance to the library profession. A candidate's scholarship must represent tangible evidence from the review period.

This section includes examples of scholarly activities that are relevant to library and library administrative faculty:

- Articles in scholarly and peer-reviewed journals
- Articles in trade publications
- Book chapters
- Books and monographs
- Web publications based on original research
- Multimedia productions
- Development of substantial processes, computer programs, or other applications relevant to the institution and profession
- Presentations before professional associations
- Written grants, especially funded grants
- Earned degree in an area of specialization or course work for credit
- Encyclopedia articles
- Bibliographies and reviews of the literature
- Bibliographic essays
- Translations of books/articles
- On-going professional blog recognized nationally/regionally dealing with professional issues of librarianship
- Book and media reviews in professional journals (e.g., Reference Reviews, Choice)
- Workshop presentations
- Panel discussion presentations
- Library exhibits
- Developing/publishing Open Educational Resources
- Poster sessions at professional conferences
- Editing professional monographs

Evidence of this category of performance can be adduced from the supervisor's letter detailing the candidate's readiness for promotion, a narrative from the candidate detailing qualifications for promotion, the candidate's personal review of accomplishments relating to their scholarship, and documentation supplied by the candidate to support assertions of accomplishment. Additional evidence may be gathered from the judgments of colleagues on the faculty, from members of the academic community outside the library, and/or from professional colleagues outside the academic institution.

## **Service**

Service to the Kennesaw State University Library System and Kennesaw State University is defined as the individual's contribution to their department, the library, the University, the community, and the profession. Library faculty are expected to participate in the governance and development of the library through service on library faculty committees and other opportunities that contribute to the management and growth of the library. Library administrative faculty are expected to participate in the governance and development of the library through activities related to faculty development, fundraising, fiscal management, personnel management, and public relations (Kennesaw State University Faculty Handbook, Section 3.3C).

This section includes examples of professional service activities that are relevant to library and library administrative faculty:

*Service to the Department and Kennesaw State University Library System*

- Leadership or membership on standing or *ad hoc* committees
- Leadership or membership on special projects
- Membership on task forces, advisory boards, or other working groups

*Service to Kennesaw State University*

- Leadership or membership on a university committee
- Leadership or membership on faculty senate
- Working on a special university project
- Working with campus groups, student or faculty organizations
- Editing books or monographs used in other departments
- Editing or reviewing articles for journals published by Kennesaw State University

*Service to the Profession*

- Active participation in committees or holding office on local, state, regional, or national organizations
- Serving as a consultant
- Serving on a professional journal editorial board or serving as a peer-reviewer for a professional publication
- Organizing professional development opportunities at a local, state, regional, or national level
- Contributing to the successful function of professional forums, groups, or organizations

*Service to the Community*

- Serving as a consultant or otherwise extending one's professional knowledge to the public
- Participating in civic or community activities related to librarianship or the university's mission

Evidence of this category of performance can be adduced from the supervisor's letter detailing the candidate's readiness for promotion, a letter from the candidate detailing qualifications for promotion, the candidate's personal review of accomplishments relating to their service, and documentation supplied by the candidate to support assertions of accomplishment. Additional evidence may be gathered from the judgments of colleagues on the faculty, from members of the academic community outside the library, and/or from professional colleagues outside the academic institution. It is the responsibility of the candidate to prove his or her involvement in institutional service meets the qualifications for the rank he or she seeks to attain.

**General Expectation for Promotion**

The Kennesaw State University Handbook contains a detailed discussion on promotion in rank that applies to all Kennesaw State University faculty members (Section 3.12B). The Kennesaw State University Library System promotion procedures, timeline, role of the Department Chair,

policy on external letters, and documentation are defined in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (pp. 10-12). This section outlines the Department's commonly accepted measures of the quality and significance of activities in librarianship, scholarship, and service. At all levels of review, the rationale for the promotion decision must be stated in a letter to the candidate with specific and detailed reference to these guidelines in justifying the recommendation that has been made.

## **LIBRARIAN ASSISTANT PROFESSOR**

### **Definition**

Librarian Assistant Professor is an entry-level rank requiring little or no professional experience and is based on potential. This rank provides opportunities to learn job responsibilities and develop expertise in one's area of specialization. As Librarian Assistant Professors gain experience, they are expected to improve their job performance and take progressively more responsibility for their own day-to-day assignments.

### **Criteria for Appointment and Rank Expectations**

- ALA-accredited master's degree in library or information science or equivalent
- 0-4 years of appropriate professional experience
- Potential for successful overall performance
- Evidence of knowledge of best professional practices and trends
- Evidence of excellent written and oral communication skills
- Evidence of excellent interpersonal skills
- Evidence of facilitating the work of others

### *Librarianship*

A Librarian Assistant Professor is expected to demonstrate the ability to successfully fulfill the basic duties in their job description. The first year following appointment to Librarian Assistant Professor should focus primarily on job performance, with only some attention to scholarship and service. Following the initial year, increased attention may be paid to scholarship and service in preparation for promotion to Librarian Associate Professor.

### *Scholarship, Research, and Creative Activity*

After their first year, Librarian Assistant Professors must participate in at least one of the activities listed under scholarship.

### *Service*

After their first year, Librarian Assistant Professors should participate in at least one of the three service categories listed in this document. Librarian Assistant Professors should seek opportunities to create positive impact within their service activities.

## **Promotion from This Rank**

Librarian Assistant Professors are eligible to be promoted to Librarian Associate Professor according to the Length of Service/Time in Rank schedule detailed in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 8). Candidates for promotion to Librarian Associate Professor will be evaluated based on the criteria listed under that rank.

## **LIBRARIAN ASSOCIATE PROFESSOR**

### **Definition**

Librarian Associate Professor is the rank for faculty with four or more years of experience who have demonstrated an excellent quality of job performance in their area of specialization. Individuals at this rank provide meaningful contributions to the institution and the Kennesaw State University Library System. Individuals at this rank also demonstrate engagement in professional activities and scholarly activities.

### **Criteria for Appointment/Promotion and Rank Expectations**

In addition to meeting the criteria for Librarian Assistant Professor, an individual at this rank shall have:

#### *Librarianship*

- Completed a minimum of four years of successful performance at the rank of Librarian Assistant Professor or equivalent at another institution
- Provided evidence of:
  - Sustained professional competence in the area of their primary job functions
  - Developing a high level of expertise in specific areas of librarianship
  - Demonstrated best professional practices in job-related responsibilities
  - Contributions to the operations of a specific library unit and the organization
  - Ability to work effectively with library users and colleagues

#### *Scholarship, Research, and Creative Activity*

Candidates for promotion to Librarian Associate Professor must provide evidence of scholarship. Librarian Associate Professors should produce a record of active scholarship that includes examples from the activities listed under scholarship in this document.

#### *Service*

Candidates for promotion to Librarian Associate Professor must provide evidence of service that supports the mission of the library and university, demonstrating contributions at the Kennesaw State University Library System or University level. Librarian Associate Professors should demonstrate proactivity in their service contributions.

## **Promotion from This Rank**

Librarian Associate Professors are eligible to be promoted to Librarian Professor according to the Length of Service/Time in Rank schedule detailed in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 8). Candidates for promotion to Librarian Professor will be evaluated based on the criteria listed under that rank.

## **LIBRARIAN PROFESSOR**

### **Definition**

Librarian Professor is the rank for librarians with nine or more years of experience who have consistently demonstrated excellent and outstanding job performance. Individuals at this rank are leaders within the library and the institution. In addition, individuals at this rank are recognized as leaders within the profession through contributions in areas of professional activities or scholarship. Overall, the librarian professor's activities, achievements, and conduct model the professional ideals of the Kennesaw State University Library System.

### **Criteria for Appointment/Promotion and Rank Expectations**

In addition to meeting the criteria for Librarian Associate Professor, a person at this rank shall have:

#### *Librarianship*

- Completed a minimum of four years of successful performance at the rank of Librarian Associate Professor or equivalent at another institution
- Demonstrated evidence of consistent performance, including:
  - Substantial professional competence in the area of their primary job functions
  - Performing or administering complex and specialized duties
  - Contributing to the knowledge of best practices within the organization
  - Supporting or leading the work of a program, service, Unit, or Department
  - Demonstrating their leadership in collaborative work and projects

#### *Scholarship, Research, and Creative Activity*

Candidates for promotion to Librarian Professor must provide evidence of scholarship. Librarian Professors should produce a robust record of scholarship that includes several examples in multiple activities listed under scholarship in this document.

#### *Service*

Candidates for promotion to Librarian Professor must provide evidence of service through leadership roles within the Department, the library, the institution or the profession. Librarian Professors should demonstrate the ways that their service contributions support the mission of the library, the university, and the profession as a whole.

### **Promotion from This Rank**

Librarian Professor is the terminal rank for library and library administrative faculty at the Kennesaw State University Library System.

### **DOCUMENT HISTORY**

The Department of Library Resources Guidelines for Appointment, Promotion, and Retention of Library Faculty was first adopted on 10/16/2020 and was last amended by the faculty on 10/23/2020.

